# AFSC 3S2X1

# Education and Training



# CAREER FIELD EDUCATION

# AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN**
**EDUCATION AND TRAINING SPECIALTY**
**AFSC 3S2X1**

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**Part I**

*Preface*

**1.**  This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty.  The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. *NOTE:*  When applicable, civilians occupying associate positions may use the CFETP Part II to support duty position qualification training.

**2.**  The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

**2.1.** Part I provides information necessary for overall management of the specialty.  Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints.  Some examples are funds, manpower, equipment, and facilities.  Section E, MAJCOM Unique Requirements, is not used.

**2.2.** CFETP Part II includes the following:  Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core tasks, and correspondence course requirements; Section B, Course Objective List, is not used.  Section C, Support Material, is not used.  Section D, Training Course Index, is not used.  Section E, MAJCOM Unique Requirements, is not used.

**3.**  Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career.  This plan will enable us to train today's work force for tomorrow's jobs.  At unit level, supervisors and trainers will use CFETP Part II to identify, plan, and conduct training commensurate with the overall goals of this guide.

*ABBREVIATIONS/TERMS EXPLAINED*

**Advanced Training (AT) -** A formal course training toward a technical or supervisor level Air Force Specialty (AFS). Training is for selected career airmen in the advanced technology of the AFS. Training is normally restricted to senior NCOs. Graduates are not awarded a new AFSC.

**Air Force Career Field Manager (AFCFM) -** An individual appointed by their respective Headquarters US Air Force Deputy Chiefs of Staff to ensure development, implementation, and maintenance of Career Field Education and Training plans for Air Force Specialties.

**Air Force Job Qualification Standard (AFJQS) -** A comprehensive task list common to all persons serving in the duty position, which describe a particular job type or duty position.

**Allocation Curves**. The relation of hours of training in different training settings to the degree of proficiency which can be achieved on specified performance requirements.

**Career Field Education and Training Plan (CFETP) -** A comprehensive core training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear career path and instills a sense of industry in career field training.

**Career Training Guide (CTG) -** A document that uses Task Modules (TMs) in lieu of tasks to define performance and training requirements for a career field.

**Computer Based Training (CBT) -** The use of computers to aid in the delivery and management of instruction.

**Continuation Training --** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task -** Tasks the AFCFM identify as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL) -** A publication, derived from an initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/5-/7-skill level in a career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing and Conducting Military Training Programs.*

**Critical Tasks -** Tasks identified by the work center supervisor as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks may or may not be the same as core tasks but are mandatory if identified as "critical" to the individual's position by the supervisor or work center.

**Distance Learning (DL) -** Distance learning is defined as "Structured learning that takes place without the physical presence of the instructor." With this definition, the Air Force includes correspondence courses, satellite broadcasts, videotape and computer-based instruction or any combination thereof.

**Duty Position -** The tasks assigned to an individual for the position currently held. These include, as a minimum, all core tasks assigned by the supervisor.

**Exportable Training -** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training. Training that is sent out or 'exported' to a field location; also referred to as Type 6 training. See Distance Learning.

**Functional Manager (FM) -** Individual charged with responsibility for overseeing training and career field management activities within a respective MAJCOM. These individuals assist the AFCFM in important decisions regarding the associated career field and provide important input at a Utilization and Training Workshop (U&TW).

**Initial Skills Training -** A formal school course that results in an AFSC 3-skill level award.

**Instructional System Development (ISD) --** A deliberate and orderly, but flexible, process for planning, developing, implementing, evaluating, and managing instructional systems that ensures that personnel are taught the knowledge, skills, and attitudes required for job performance in a cost-effective manner.

**Occupational Survey Report (OSR) -** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-The-Job Training (OJT) -** Hands-on, "over-the-shoulder" training that a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

**Optimal Training --** The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

**Qualification Training (QT) -** Hands-on performance training that personnel design to qualify an airman in a specific position. This training occurs both during and after upgrade training to maintain up-to-date qualifications.

**Qualification Training Package (QTP) --** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Representative Sites -** Typical organizational units having similar missions, weapon systems or equipment, or a set of jobs, used as a basis for estimating average training capacities and costs within the Training Impact Decision System (TIDES).

**Resource Constraints -** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Skills Training -** A formal course which results in the award of a skill level.

**Specialty Training -** The total training process (life cycle) used to qualify airmen in their assigned specialty.

**Specialty Training Package and COMSEC Qualification Training Package --** A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

**Specialty Training Standard (STS) -** An Air Force publication that describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between AETC and the user to show the overall training requirements for an Air Force specialty code (AFSC) that the formal schools teach.

**Standard -** Specified terms such as accuracy, speed, percent/ratio, number of permissible errors, degree of excellence. Standards may reference other directives that identify specific standards such as Tos.

**Task Analysis (TA) --** A process used to determine how to perform a specific task within a specific duty. It is a systematic study to determine the activities, skills, knowledge, resources, publications, tools, and equipment required to perform a specific task. An individual Task Analysis Worksheet (TAW) is produced for every task analyzed. The worksheet is often referred to as a task breakdown.

**Task Module (TM) --** A group of tasks performed within an Air Force specialty that are performed together and that require common knowledge, skills, and abilities. TMs are identified by an identification code and a statement.

**Total Force -** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Training Capability -** The ability of a unit or base to provide training. Authorities consider the availability of equipment, qualified trainers, study reference materials, and so on in determining a unit's training capability.

**Training Capacity -** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Impact Decision System (TIDES) -** Decision support system to help information and training communities balance a specialty's training needs versus resources and requirements to optimize career field management.

**Training Planning Team (TPT) -** Comprised of subject matter experts (SMEs) and are more intimately involved in training development and the range of issues are greater than is normal in the Utilization and Training Workshop (U&TW) forum.

**Training Setting --** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Type-4 Training -** Special or regular onsite training that Training Detachments (TDs) or Mobile Training Teams (MTTs) conduct. These TDs and MTTs consist of AETC instructors that authorities have temporarily assigned to conduct onsite training at operational units.

**Upgrade Training (UGT) -** Mandatory training which leads to attainment of a higher skill level.

**Utilization and Training Pattern --** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**Utilization and Training Workshop (U&TW) -** A forum of the AFCFM, FMs, SMEs and AETC training personnel that determines career ladder training requirements.

**Wartime Course -** Any course (for officers or enlisted) designated by higher headquarters to be conducted during wartime. Wartime courses are categorized as (1) courses directed to continue training at the existing student flow to satisfy the Trained Personnel Requirements (TPR) or (2) courses directed to expand student flow above the TPR to satisfy wartime training requirements.

**Wartime Task -** Tasks that are identified to be taught in a wartime course. They are identified in the CFETP with the applicable proficiency codes and taught is a streamlined training environment.

*Section A - General Information*

**1. Purpose.**  This CFETP provides information necessary for Air Force Career Field Managers (AFCFMs), Functional Managers (FMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program.  This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career.  This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training.  Individuals receive initial skills training upon retraining into this specialty.  Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. The CFETP has several purposes, some are:

**1.1.**  Serves as a management tool to plan, manage, conduct, and evaluate a career field training program.  Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

**1.2.**  Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

**1.3.**  Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

**1.4.**  Identifies major resource constraints which impact full implementation of the desired career field training process.

**2.  Uses.**  The plan will be used by FMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

**2.1.**  AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based  on requirements established by the users and documented in Part II of the CFETP.  They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

**2.2.**  FMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements.  Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses.  MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.

**2.3.** Each individual will complete the mandatory training requirements specified in this plan.  The lists of courses in Part II will be used as a reference to support training.

**3.  Coordination and Approval.**  The AFCFM is approval authority.  MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements.  The AETC training manager for this specialty will initiate an annual review of this document by AETC and FMs to ensure currency and accuracy.

## Section B - Career Progression and Information

### 4. Specialty Description.

**4.1. Specialty Summary.** Conducts education and training (E&T) tasks for maintenance, operations, support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs. Administers E&T programs and oversees E&T activities and personnel. Related DoD Occupational Subgroup: 570.

### 4.2. Duties and Responsibilities.

**4.2.1.** Develops, delivers, and evaluates E&T programs. Applies instructional system development (ISD) process. Collects and analyzes job performance data, and conducts occupational analysis surveys. Compares individual knowledge and skills with job standards, and identifies E&T requirements. Develops and validates standards. Determines adequacy of existing courses and programs. Screens and validates formal E&T requirements. Develops objectives to meet Air Force academic, vocational, and technical standards. Determines most cost effective method to deliver E&T. Sequences objectives; selects instructional design, method, and media; and identifies resource needs. Creates materials to support objectives. Develops test and standards to measure individual abilities. Evaluates E&T programs, recommends actions to correct deficiencies, and oversees evaluations and surveys. Conducts, validates, and revises programs and instruction. Coordinates user feedback with career field managers and E&T providers, and monitors corrective actions.

**4.2.2.** Administers E&T programs. Serves as E&T program manager. Consults on ISD process and career field E&T plans (CFETP). Advises on E&T materials and services. Conducts work center visits, and organizes programs to develop and conduct job site training. Advises on unit and individual E&T progress. Identifies E&T providers, capabilities, and resources, and ensures availability of materials. Recommends revisions to E&T programs and CFETPs. Helps obtain and analyze history of E&T achievements, establish goals, and enroll in classes, courses, and programs. Prepares and maintains records, files, and materials. Maintains liaison with activities conducting, scheduling, or supporting E&T requirements. Coordinates and schedules events and facility use. Requests course quotas; monitors formal E&T process; and maintains records of course attendance, withdrawals, completions, and costs. Manages automated systems and products, measurement tools, multimedia and maintenance qualification training programs, and the extension course program. Coordinates wartime task training. Manages weighted airman promotion system study material program.

**4.2.3.** Oversees E&T activities. Organizes E&T programs to achieve educational goals and mission requirements. Prepares directives to manage and control E&T programs. Implements policies and coordinates changes. Develops and manages reporting procedures. Maintains E&T data, and provides statistical reports on programs and operations. Monitors progress, identifies problem areas, determines causes, recommends corrective action, and provides counsel.

Organizes and controls facilities, supplies, and equipment to support E&T needs. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in the part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course. Initial skills training requirements were identified during the 3S2X1 Utilization and Training Workshop, held 8-12 Jun 98 at Sheppard AFB. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of occupational survey report (OSR) data and subject matter expert (SME) input. Task and knowledge training requirements are identified in the specialty training standard, at Part II, Sections A and B. Individuals must complete the initial skills course to be awarded the AFSC 3S231.

**5.2. Journeyman (5) Level.** For these individuals, qualification consists of (1) completing SC 3S200; (2) all core tasks for the AFSC identified with a single asterisk "*" in column 2, paragraphs 3 and 4 of Part II of the CFETP, and all tasks in their assigned duty position with a double asterisk "**" (paragraphs 5 through 9 as applicable); (3) Qualification Training Packages (QTPs) for their assigned duty position; and (4) any other duty position requirements identified by their supervisor. Additional QT becomes necessary when personnel transfer to another duty position, the unit mission changes, a new piece of equipment or weapons system comes on board, or anytime new techniques, procedures, or a need for increased productivity occurs.

**5.3. Craftsman (7) Level.** Once selected to SSgt, individuals will begin UGT to the 7-skill level. In this specialty, UGT consists of completing (1) all core tasks for the AFSC identified with a single asterisk "*" in column 2, paragraphs 3 and 4 of Part II of the CFETP, and all tasks in their assigned duty position with a double asterisk "**" (paragraphs 5 through 9 as applicable); (2) The QTP for your duty position **plus one additional QTP**; and (3) the 7-level advanced Type 6 course when it becomes available. QT is available and should be used based on the individual's particular training needs. Individuals must complete the advanced Type 6 course, when available, before the AFSC 3S271 can be awarded.

**5.4. Superintendent (9) Level.** To be awarded AFSC 3S291, an individual must be a SMSgt , satisfy all duty position training requirements, and attend the Senior NCO Academy (SNCOA). **NOTE:** AFRC and ANG personnel may complete the SNCOA requirements through correspondence.

**6. Training Decisions.** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the *Education and Training* career field. The spectrum includes a strategy for when, where, and how to meet the training

requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

**6.1. Initial Skills.** The initial skills course was revised to provide training needed to prepare graduates for education and training related positions.

**6.2. Advanced Skills Training.** The 7-level course was created to provide 7-level upgrade trainees the education and training skills necessary to become 7-level craftsman. Graduates are considered qualified in the highest technical aspects of the education and training career field.

**6.3. Upgrade Training.** The SC 3S200 was revised to incorporate current changes in policies and procedures in accordance with governing publications, update technology issues, and include Core Automated Maintenance System (CAMS) screens as well as the Transaction Information Codes (TRICs). Core tasks and other requirements established for the 7-skill level, along with the QTPs, have been developed to provide familiarization on the broad spectrum of education and training.

**6.4. Qualification Training Packages.** QTPs were developed to support all identified core tasks across the education and training duty positions (e.g. base, maintenance, unit, education services, instructional system development, and general administration and management). QTPs will be indexed in AFIND 8 and can be ordered through PDO channels, "F" distribution.

**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs automatically upon completion of basic military training and assignment to an Air Force career field. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. **Exception**: Personnel retraining into a new career field must request enrollment in the new degree program. In addition to its associates degree program, CCAF offers the following:

**7.1. Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF affiliated instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

**7.2. Degree Requirements.** All airmen are automatically entered into the CCAF program. Prior to completing an associates degree, the 5-level must be awarded and the following requirements must be met according to the current CCAF General Catalog.

|  | Semester Hours |
|---|---|
| Technical Education | 24 |
| Leadership, Management, and Military Studies | 6 |
| Physical Education | 4 |
| General Education | 15 |
| Program Elective | 15 |
|     Technical Education; Leadership, Management, and Military Studies;<br>    or General Education | |
| Total | 64 |

**7.2.1. Technical Education** (24 Semester Hours):  A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical core/technical elective subjects/courses.

**7.2.2. Leadership, Management, and Military Studies** (6 Semester Hours):  Professional military education and/or civilian management courses.

**7.2.3. Physical Education** (4 Semester Hours):  This requirement is satisfied by completion of Basic Military Training.

**7.2.4. General Education** (15 Semester Hours):  Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

**7.2.5. Program Elective** (15 Semester Hours):  Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria.  Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied.  See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

**7.3.**  Additional off-duty education is a personal choice that is encouraged for all.  Individuals desiring to become an Air Education and Training Command instructor should be actively pursuing an associates degree.  A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**8.  Career Field Path.**

**8.1.  Manpower Table.**

|  | CMSgt | SMSgt | MSgt | TSgt | SSgt | SrA | A1C | Amn | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Base Level** | 13 | 51 | 304 | 414 | 591 | 271 | 1 | 0 | 1645 |
| **MAJCOM STAFF** | 10 | 5 | 9 | 8 | 0 | 0 | 0 | 0 | 32 |
| **HQ USAF STAFF** | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| **FOA/DRU** | 0 | 0 | 5 | 12 | 15 | 2 | 0 | 0 | 34 |
| **OUTSIDE AF** | 0 | 0 | 5 | 7 | 6 | 2 | 0 | 0 | 20 |
| **TOTAL** | 24 | 56 | 323 | 441 | 612 | 275 | 1 | 0 | 1732 |

**8.2. Enlisted Career Path.**

| Education and Training Requirements | GRADE REQUIREMENTS | | | |
|---|---|---|---|---|
| | Rank | Average Sew-On | Earliest Sew-On | High Year of Tenure (HYT) |
| **Basic Military Training School** | | | | |
| **Apprentice Technical School** (3-Skill Level) | Amn A1C | 6 months 16 months | | |
| **Upgrade to Journeyman** (5-Skill Level) - Minimum 15 months for initial entry and 9 months for retrainees on the job training - Complete appropriate CDC if/when available | SrA | 3 years | 28 Months | 10 years |
| **Airman Leadership School (ALS)** - Must be a SrA with 48 months time in service or be a SSgt selectee - Resident graduation is a prerequisite for SSgt sew-on (Active Duty only) | **Trainer** - Must attend the formal AF Training Course and be appointed by the commander - Trainers must be qualified and certified on tasks to be trained | | | |
| **Upgrade to Craftsman** (7-Skill Level) - Minimum rank of SSgt - Minimum 18 months OJT - Complete appropriate CDC if/when available - Advanced technical school | SSgt | 7.5 years | 3 years | 20 years |
| **Retrainees** - Minimum 9 months for 5-level UGT - Minimum 12 months for 7-level UGT | **Certifier** - SSgt with a 5-skill level or civilian equivalent - Attend formal AF Training Course and be appointed by the commander - Be a person other than the trainer (Core and Critical tasks only) | | | |
| **Noncommissioned Officer Academy** (NCOA) - Must be a TSgt or TSgt selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty only) | TSgt MSgt | 12.5 years 16 years | 5 years 8 years | 20 years 24 years |
| **USAF Senior NCO Academy (SNCOA)** - Must be a SMSgt, SMSgt select, or a selected MSgt - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty only) | SMSgt | 19.2 years | 11 years | 26 years |
| **Upgrade to Superintendent** (9-Skill Level) - Minimum rank of SMSgt - Must be a resident graduate of SNCOA (Active Duty only) | CMSgt | 21.5 years | 14 years | 30 years |

## 8.3. Enlisted Career Path (AF Reserve)

| Education and Training Requirements | GRADE REQUIREMENTS | | | |
|---|---|---|---|---|
| | Rank | Average Sew-On | Earliest Sew-On | High Year of Tenure (HYT) |
| **Basic Military Training School** | | | | |
| **Apprentice Technical School** (3-Skill Level) | Amn A1C | 6 months 16 months | | |
| **Upgrade to Journeyman** (5-Skill Level) - Minimum 15 months for initial entry and 9 months for retrainees on the job training - Complete appropriate CDC if/when available | SrA | 3 years | 28 Months | |
| **Airman Leadership School (ALS)** - Must be a SrA with 48 months time in service - ALS/Correspondence Course required to sew on SSgt | **Trainer** - Must attend the formal AF Training Course and be appointed by the commander - Trainers must be qualified and certified on tasks to be trained | | | |
| **Upgrade to Craftsman** (7-Skill Level) - Minimum rank of SSgt - Minimum 18 months OJT - Complete appropriate CDC if/when available - Advanced technical school | SSgt | 7.5 years | 3 years | 33 years |
| **Retrainees** - Minimum 9 months for 5-level UGT - Minimum 12 months for 7-level UGT | **Certifier** - SSgt with a 5-skill level or civilian equivalent - Attend formal AF Training Course and be appointed by the commander - Be a person other than the trainer (Core and Critical tasks only) | | | |
| **Noncommissioned Officer Academy** (NCOA) - Must be a SSgt or TSgt - Resident/correspondence is a prerequisite to sew on MSgt | TSgt MSgt | 8.2 years 13.1 years | 5 years 8 years | 33 years 33 years |
| **USAF Senior NCO Academy (SNCOA)** - Must be a SMSgt, SMSgt select, or a selected MSgt - Resident/correspondence is a prerequisite to sew on SMSgt | SMSgt | 18 years | 11 years | 33 years |
| **Upgrade to Superintendent** (9-Skill Level) - Minimum rank of SMSgt - Must complete SNCOA | CMSgt | 21.4 years | 14 years | 33 years |

### *Section C - Skill Level Training Requirements*

**9. Purpose.** Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the CFETP Part II, Sections A and B of this CFETP.

**10. Specialty Qualification:**

**10.1. Apprentice Level Training:**

**10.1.1. Specialty Qualification.**

**10.1.1.1. Knowledge.** Knowledge in the follow areas is mandatory: principles, policies, and procedures regarding Air Force education and training programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and automated education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program/curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; and military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

**10.1.1.2. Education.** Completion of high school or general educational development (GED) equivalency is mandatory for entry into this AFSC. Completion of a CCAF or other associates degree program, or college level courses in English composition and grammar course, speech, guidance, computer science, and sociology are highly recommended for entry into this AFSC.

**10.1.1.3. Training.** Completion of the basic Education and Training course is mandatory for award of the 3-skill level AFSC. Completion of the Instructional System Designer course is mandatory for assignment to a curriculum designer position. Completion of an accredited instructor training course is mandatory for individuals assigned to instructor positions. Completion of the following courses is desirable: instructor training course, technical writing course, curriculum development course, academic counseling course, instructional system designer course, principles of instruction course.

**10.1.1.4. Experience.** N/A

**10.1.1.5. Other.** Prior qualifications in any AFSC at the 5-skill level or higher (3-skill level, if no 5-skill level exists), SrA or higher, and the ability to speak clearly and distinctly, are mandatory for entry into and retention of this specialty. Ability to operate word processing equipment is desirable. Mandatory Gen AQE 56. Retraining interviews are mandatory for entry into this career field. Interviews are conducted by base education, base training, and maintenance training.

**10.1.2. Training Sources and Resources.** Completion of the Education and Training Apprentice Course (J3ALR3S231 002, PDS Code 472) at Sheppard AFB TX satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The Course Objectives List (COL) identifies all the knowledge and tasks, with their respective standards. QTPs are Air Force publications and are mandatory for use during UGT/QT, when available for a duty position, program, or piece of equipment. They are obtained through normal publication channels in accordance with AFIND 8.

**10.1.3. Implementation.** Entry into training is accomplished by approved retraining from any AFSC at the 5-skill level or higher (or 3-skill level, if no 5-skill level exists, must be a SrA or higher, and be interviewed by base education, base training, and maintenance training). After graduation, job QT starts when an individual is assigned to their first duty position. Thereafter, it is initiated anytime an individual is assigned duties they are not qualified to perform. QTPs are used concurrently to obtain necessary duty position(s) qualifications.

**10.2. Journeyman Level Training:**

**10.2.1. Specialty Qualification.** Entry into 5-level upgrade training is initiated after the individual has completed the 3-level school.

**10.2.1.1. Knowledge.** Knowledge of the following areas is mandatory: principles, policies, and procedures regarding Air Force education and training programs; interviewing and counseling techniques; leadership and supervision principles; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and automated education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program/curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; individual and work job qualification standard development; education institution registration requirements; military personnel classification system; policies, application of communicative interpersonal skills; and distance learning concept.

**10.2.1.2. Education.** N/A

**10.2.1.3. Training.** Qualification consists of completing all AFSC core tasks identified with a single asterisk "*", all tasks in the assigned duty position identified with a double asterisk "**", QTPs for the assigned duty position, the SC 3S200, and any other duty position requirements identified by the supervisor.

**10.2.1.4. Experience.** Conducting or developing education or training programs, and qualification in preselected tasks in education services or unit, base, or maintenance training.

**10.2.1.5. Other.** N/A

**10.2.2. Training Sources and Resources.** N/A.

**10.2.3. Implementation.** N/A

**10.3. Craftsman Level Training:**

**10.3.1. Specialty Qualification.** All 3S231 and 3S251 qualifications apply to the 3S271 requirements.

**10.3.1.1. Knowledge.** Knowledge of the following is mandatory: principles, policies, and procedures regarding Air Force education and training programs; interviewing and counseling techniques; leadership and supervision principles; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and automated education and training systems and products; effective writing skills; editing practices; instructional media application, training reporting, program/curriculum validation, and implementation procedures; training program management, scheduling training events and facilities; conducting assistance visits and training meetings; individual and work job qualification standard development; education institution registration requirements; military personnel classification system; policies; application of communicative interpersonal skills; and distance learning concept.

**10.3.1.2. Education.** To assume the grade of SSgt and MSgt individuals must be graduates of the Airman Leadership School (ALS) and NCO Academy, respectively (for ANG/AFRC completion of ECI Course 00001 and 00006D and 00006E satisfies the ALS & NCO Academy requirement).

**10.3.1.3. Training.** Completion of the following requirements is mandatory for the award of the 7-skill level: (1) all core tasks for the AFSC identified with a single asterisk "*" in column 2, paragraphs 3 and 4 of Part II of the CFETP, and all tasks in their assigned duty position with a double asterisk "**" (paragraphs 5 through 9 as applicable); (2) The QTP for your duty position **plus one additional QTP**; and (3) the 7-level advanced Type 6 course when it becomes available. QT is available and should be used based on the individual's particular training needs. Individuals must complete the advanced Type 6 course , when available, before the AFSC 3S271 can be awarded. Completion of the Instructional System Designer course is mandatory for assignment to a curriculum designer position.

**10.3.1.4. Experience.** Prior qualification as an Education and Training journeyman is mandatory. Experience conducting, supervising, or developing education or training programs and qualification in preselected tasks in education services, unit, base, and maintenance training is mandatory for award of the 7-skill level.

**10.3.1.5. Other.** N/A

**10.3.2. Training Sources and Resources.** Completion of training references listed in the CFETP Part II satisfies the knowledge requirements specified in the specialty qualification section

for award of the 7-skill level.  The CFETP Part II identifies all the core tasks required for qualification.  UGT and QT are provided by qualified trainers using available QTPs written for the duty position, program to be managed, or equipment to be used.  QTPs are Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment.  They are obtained through normal publication channels in accordance with the procedures in AFIND 8.

**10.3.3.  Implementation.**  Entry into UGT is initiated when an individual possesses the 5-skill level and is selected for the grade of SSgt.  QT is initiated anytime an individual is assigned duties they are not qualified to perform.  Appropriate QTPs and the 7-skill level course must be completed to be awarded the 7-skill level.

**10.4.  Superintendent Level Training:**

**10.4.1  Specialty Qualification.**

**10.4.1.1.  Knowledge.**  Knowledge of the following areas is mandatory:  education, maintenance and support training management, functions, and policies; related military personnel classification policies; instructional system development, management, operation, and evaluation; wartime and contingency training planning; and test development, administration, and management.

**10.4.1.2.  Education.**  Completion of the duty position training requirements and SMSgt sew-on are mandatory for award of the 9-skill level AFSC.  Completion of the Senior NCO Academy in residence is mandatory.  (For AFRC and ANG, completion of the ECI Course 0005 or 0008 satisfies the SNCO Academy requirement.)

**10.4.1.3.  Training.**  Qualification as an Education and Training craftsman is mandatory.  Also, experience in directing functions such as education and training programs is mandatory.

**10.4.1.4.  Experience.**  N/A

**10.4.1.5.  Other.**  N/A

**10.4.2.  Training Sources/Resources.**  This CFETP identifies all the core tasks required for qualification in the individual's duty position.  UGT and QT are provided by qualified trainers using QTPs written for the duty position, program to be managed, or equipment to be used.  Instructions are provided in AFIND 8 for requesting current QTPs.  Requests for qualified trainers should be directed to your base training manager.  AT and CT courses are available and attendance should be based on the individual's particular training needs.  QTPs are Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment.

**10.4.3.  Implementation.**  Enter into OJT when an individual possesses the 7-skill level and is a SMSgt selectee.  QT is initiated anytime an individual is assigned duties they are not qualified to perform.  QTPs are used to obtain the necessary QT.

*Section D - Resource Constraints*

**11.  Purpose.**  This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included.  Also included in this section are actions required, office of primary responsibility, and target completion dates.  Resource constraints will be, as a minimum, reviewed and updated annually.

**12.  Apprentice Level Training:**   J3ALR3S231 003, Education and Training Apprentice Course.

**12.1**.  **Constraints.**  Required lead time for development of resident training to meet added and changed training requirements specified in this CFETP.

**12.1.1.  Impact.**  Required training will not be ready for implementation upon publication of this CFETP.

**12.1.2.  Resources Required.**  Manpower resources are available to complete required course revisions by the specified target completion date.  Command assistance may be necessary, however, to supplement job experience and subject matter expertise of the assigned instructor staff.

**12.1.3.  Action Required.** Complete a revision of the 3-level course to meet all training requirements and proficiency codes identified in this CFETP.

**12.2.  OPR/Target Completion Date.**  82 TRSS/TTF will implement revised training with class beginning 990831 and graduating 991027.

**13.  Five Level Training:**  Revise SC 3S200, Education and Training Manager, QTP 3S2X1-1, Education and Training Management, QTP 3S2X1-2, Base Training Management, QTP 3S2X1-3, Maintenance Training Management, QTP 3S2X1-4, Education Services Management, QTP 3S2X1-5, Instructional Systems Development.

**13.1.  Constraints.**  Required lead time for development  of  non-resident training  to meet added and changed training requirements specified in this CFETP.

**13.1.1.  Impact.**  Required training will not be ready for implementation upon publication of this CFETP.

**13.1.2.  Resources Required.**  Manpower resources are available to complete required course revisions by the specified target completion date.  Command assistance may be necessary, however, to supplement job experience and subject matter expertise of the assigned instructor staff.

**13.1.3.  Action Required.** Complete a revision of the Specialized Course and the five Qualification Training Packages to meet all training requirements identified in this CFETP.

**13.2.  OPR/Target Completion Date.**  This Specialized Course will be available for order from ECI in December 1999 (previously projected as October 1999) and the Qualification Training Packages will be available from PDO in December 1999 (previously projected as October 1999).

**14.  Seven-Level Training:  N/A**

**14.1.  Constraints.   N/A**

**14.1.1.  Impact.**  N/A

**14.1.2.  Resources Required.**  N/A

**14.1.3.  Action Required.**  N/A.  The J3ACR3S271-001 Craftsman course  was discontinued effective with class 980914.  An Integrated Process Team (IPT) formed in July 98 and determined the training requirements, method and media for a new 7-level course.  When completed, the craftsman's course will be delivered via distance learning.

**14.2.  OPR/Target Completion Date.**  82 TRSS/TTF is the OPR for the new 7-level course. Last course was 980914.

***Section E.  MAJCOM Unique Requirements.***  There are no MAJCOM unique requirements. This section reserved**.**

**Part II**

*Section A - Specialty Training Standard*

**1. Implementation.** This CFETP Part II will be used for technical training provided by AETC for the for the 3-level Education and Training Journeyman course with the class beginning with 980831 and graduating 991027.

**2. Purpose.** As prescribed in AFI 36-2201, this CFETP Part II:

**2.1.** Lists in column 1 (Tasks, Knowledge, and Technical References) the most common tasks knowledge, and technical references (TR) necessary for an airman to perform duties in the 3, 5, and 7 skill level. Column 2 (Core Tasks) identified (by a single "*" for 5- and 7-skill level or a double "**" for tasks required within the specific duty position) specialty wide training requirements. Wartime tasks in Column 4A2 are identified by a proficiency code (b). In response to a wartime scenario, these skills will be taught in the 3-level course in a streamlined training environment.

**2.2.** Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training systems to document technical qualifications, if available. Task certification, as a minimum, must show Tng Comp Date, Certifier Initials, Trainer and Trainee Initials on core or critical tasks. All other tasks require Trainer and Trainee Initials only.

**2.3.** Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge. An asterisk "*" in the SC column shows the career knowledge provided by the specialized correspondence course. See CADRE/AFSC/CDC Listing maintained by the unit education and training manager for the current CDC listings.

**2.4.** Shows the qualification training package (QTP) requirements. An asterisk "*" in column 4, identified as "QTP, indicates the items addressed in the four 3S2X1 QTPs. Tasks in paragraphs 3 and 4 are covered QTP 3S2X1-1, Education and Training Management. Tasks in paragraph 5 are covered in QTP 3S2X1-2, Base Training management. Paragraph 7 is covered in QTP 3S2X1-3, Maintenance Training Management, paragraph 6 is covered in QTP 3S2X1-4, Education Services Management, and paragraph 8 is covered in QTP 3S2X1-5, Instructional Systems Development.

**2.5. Qualitative Requirements.** Paragraph 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development course.

**2.6.** Becomes a job qualification standard (JQS) for on-the-job training when placed in the AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201 and AFM 36-2247. When used as a JQS, the following requirements apply.

**2.6.1**. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling, in pencil, the subparagraph number next to the task statement. As a minimum, complete the following columns in the CFETP Part II: Training Completed, Trainee Initials, Trainer Initials, and Certifier Initials (if applicable).

**2.6.1.1. Converting from an Old CFETP to a New CFETP.** Use the CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current position, evaluate current qualification and when verified, recertify using current date as completion date and enter trainees' and certifier's initials for core and critical tasks; for non-core and non-critical task enter trainees' and trainers initials. (**NOTE:** For transcribing procedures, the supervisor fulfills the role of a certifier and places initials in the certifier column.) For previous certification on tasks not required in the current duty position, carry forward only the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and enter trainee's and certifier's initials.

**2.6.1.2. Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies CFETP Part II training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFMAN 36-2108. For two-time CDC course exam failures: supervisors identify all CFETP Part II items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career Knowledge must be documented prior to submitting a CDC waiver.

**2.6.1.3. Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet or a non-form substitute, as to the reason for the decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

**2.6.2**. **Training Standard.** Tasks are trained and qualified to the "go" level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

**2.6.3.** All core tasks for the AFSC identified with a single asterisk "*" in column 2, paragraphs 3 and 4 of Part II of the CFETP are requirements for award of 5- and 7-skill level. Tasks with a double asterisk "**" (paragraphs 5 through 9 as applicable) are tasks for different duty positions and are required only when assigned to one of these duty positions. Supervisors may add additional tasks as duty position requirements.

**2.7.** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of CFETP Part II subject matter areas judged by test development

team members as most appropriate for promotion to higher grades.  Questions are based upon study references listed in the WAPS catalog.  Individual responsibilities are in AFI 36-2605, Air Force Military Personnel Testing System.  WAPS is not applicable to the Air National Guard or the Air Force Reserve.

**3.  Recommendations.**  Report unsatisfactory performance of individual course graduates to 82 TRSS/TTF, 620 9$^{th}$ Avenue, STE-2, Sheppard AFB, TX, 76311-2334.  Reference specific CFETP Part II paragraphs.  A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on tasks/knowledge items listed in this training standard.  For a quick response to problems, call the Customer Service Information Line (CSIL); Defense Switched Network (DSN) 763-5236 or commercial area code 940-676-5236, anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL                                                        DONALD PETERSON, Lt General, USAF
                                                                      Deputy Chief of Staff, Personnel

Paragraphs
1.  Education and Training Career Field
2.  Supervision and Training
3.  Program Administration and Management
4.  Program Development and Assistance
5.  Base Training Functions
6.  Education Services Functions
7.  Maintenance Training Functions
8.  Instructional Systems Development (ISD)
9.  Major Command (MAJCOM) Education and Training

| This Block Is For Identification Purposes Only | | |
|---|---|---|
| **Name Of Trainee** | | |
| **Printed Name (Last, First, Middle Initial)** | **Initials (Written)** | **SSAN** |
| **Printed Name Of Trainer and Certifying Official And Written Initials** | | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |

## QUALITATIVE REQUIREMENTS

| | Scale Value | Definition: The individual |
|---|---|---|
| **Proficiency Code Key** | | |
| | | |
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited) |
| | 2 | Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient) |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (Competent) |
| | 4 | Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient) |
| *Task Knowledge Levels | a | Can name parts, tools, and simple facts about the task. (Nomenclature) |
| | b | Can determine step by step procedures for doing the task. (Procedures) |
| | c | Can identify why and when the task must be done and why each step is needed. (Operating Principles) |
| | d | Can predict, isolate, and resolve problems about the task. (Advanced Theory) |
| **Subject Knowledge Levels | A | Can identify basic facts and terms about the subject. (Facts) |
| | B | Can identify relationship of basic facts and state general principles about the subject. (Principles) |
| | C | Can analyze facts and principles and draw conclusions about the subject. (Analysis) |
| | D | Can evaluate conditions and make proper decisions about the subject. (Evaluation) |

**Explanations**

\* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

\*\* A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training required but not given due to limitations in resources.

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **1. EDUCATION AND TRAINING CAREER FIELD TR: AFI 36-2101, AFI 36-2108, CFETP 3S2X1** | | | | | | | | | | | | |
| 1.1. Career field structure | | | | | | | B | | | | | |
| 1.2. Duties of AFSC 3S2XX | | | | | | | B | | | | | |
| 1.3. Progression in Career ladder 3S2XX | | | | | | | B | | | | | |
| **2. SUPERVISION AND TRAINING** | | | | | | | | | | | | |
| **2.1. Supervision TR: AFI 36-2103, AFI 36-2403, AFPAM 36-2627** | | | | | | | | | | | | |
| 2.1.1. Orient newly assigned personnel | | | | | | | | | | | | |
| 2.1.2. Analyze work requirements | | | | | | | | | | | | |
| 2.1.3. Prioritize work requirements | | | | | | | | | | | | |
| 2.1.4. Establish performance standards | | | | | | | | | | | | |
| 2.1.5. Establish work methods | | | | | | | | | | | | |
| 2.1.6. Plan/schedule work assignments | | | | | | | | | | | | |
| 2.1.7. Supervise work activities of personnel | | | | | | | | | | | | |
| 2.1.8. Evaluate individual duty performance | | | | | | | | | | | | |
| 2.1.9. Conduct EPR feedback | | | | | | | | | | | | |
| 2.1.10. Complete rating form | | | | | | | | | | | | |
| **2.2. Training TR:, AFI 36-2201, AFMAN 36-2108, AFMAN 36-2247, CFETP 3S2X1** | | | | | | | | | | | | |
| 2.2.1. Review mission statements | | | | | | | | | | | | |
| 2.2.2. Identify training requirements | | | | | | | | | | | | |
| **2.2.3. Determine individual training needs** | | | | | | | | | | | | |
| 2.2.3.1. Evaluate skills/qualifications | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1)<br>Course | (2)<br>War time Tasks | (1)<br>Course | (2)<br>SC | (1)<br>Course | (2)<br>QTP |
| 2.2.3.2. Plan training | | | | | | | | | | | | |
| 2.2.3.3. Recommend personnel for training | | | | | | | | | | | | |
| 2.2.4. Develop training objectives | | | | | | | | | | | | |
| 2.2.5. Develop evaluation devices | | | | | | | | | | | | |
| 2.2.6. Develop training plans | | | | | | | | | | | | |
| 2.2.7. Select qualified trainers | | | | | | | | | | | | |
| 2.2.8. Advise trainees on training programs | | | | | | | | | | | | |
| 2.2.9. Monitor effectiveness of upgrade/qualification training | | | | | | | | | | | | |
| 2.2.10. Maintain training records | | | | | | | | | | | | |
| 2.2.11. Participate in graduate evaluation | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **3. PROGRAM ADMINISTRATION AND MANAGEMENT FUNCTIONS** | | | | | | | | | | | | |
| **3.1. Manage the training feedback system TR: AFI 36-2201, 3S2X1 CFETP Part I** | | | | | | | | | | | | |
| 3.1.1. Provide information/guidance | | | | | | | b | | | * | | |
| 3.1.2. Provide guidance/review in report preparation | | | | | | | b | | | * | | |
| 3.1.3. Coordinate external evaluation team visits | | | | | | | b | | | * | | |
| 3.1.4. Process graduate evaluation surveys | * | | | | | | b | | | * | | * |
| 3.1.5. Manage the occupational analysis program TR: AFI 36-2201, AFI 36-2623, AF Occupational Survey Control Monitor Handbook | | | | | | | b | | | | | * |
| **3.2. Use office automation TR: Applicable Software Booklets** | | | | | | | | | | | | |
| 3.2.1. Perform word processing | | | | | | | 2b | | | | | |
| 3.2.2. Input/manage data using a spreadsheet | | | | | | | 2b | | | | | |
| 3.2.3. Input/manage data using database management software | | | | | | | 2b | | | | | |
| 3.2.4. Use electronic forms software | | | | | | | 2b | | | | | |
| 3.2.5. Use graphics presentation software | | | | | | | 2b | | | | | |
| **3.3. Prepare education and training correspondence using automated sources TR: AFI 33-360 Vol. 1, AFI 36-2201, AFMAN 37-126, AFPAM 33-337** | | | | | | | | | | | | |
| 3.3.1. Memorandum | * | | | | | | 2b | | | | | * |
| 3.3.2. Messages | | | | | | | b | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 3.3.3. Staff reports such as talking papers, point papers, staff summary sheets, etc. | | | | | | | 2b | | | | | |
| 3.3.4. Memorandums for record | * | | | | | | 2b | | | | | * |
| 3.3.5. Develop checklist | * | | | | | | 2b | | | | | * |
| 3.3.6. Review education and training forms for accuracy | | | | | | | | | | | | |
| **3.3.7. Directives** | | | | | | | | | | | | |
| 3.3.7.1. Determine local requirements | | | | | | | A | | | | | |
| 3.3.7.2. Develop supplements | | | | | | | A | | | | | |
| 3.3.7.3. Develop standard operating procedures | | | | | | | A | | | | | |
| 3.3.8. Manage suspenses | | | | | | | b | | | | | |
| **3.4. Review publications and supplements affecting education and training TR: AFI 36-2201, AFI 36-2306** | | | | | | | | | | | | |
| 3.4.1. Provide recommendations to appropriate OPR for USAF/MAJCOM publications | | | | | | | | | | * | | |
| 3.4.2. Coordinate on base level publications and supplements | | | | | | | | | | * | | |
| **3.5. Establish education and training information and libraries and files TR: AFI 36-2201, 36-2306, AFI 33-360 Vol. 1, 37-160 Vol. 1, AFI 37-161, AFMAN 37-126, AFMAN 37-139, AFIND 2, AFIND 8, ECI Word, ECI Catalog, AFSC/CDC Listing, AFCAT 36-2223** | | | | | | | | | | | | |
| 3.5.1. Review publishing bulletins | * | | | | | | b | | | * | | * |
| 3.5.2. Identify requirements | * | | | | | | b | | | * | | |

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| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **3.5.3. Access/Retrieve education/training publications via electronic/network capability** | | | | | | | | | | | | |
| 3.5.3.1. Air Force, MAJCOM, Subordinate publications | | | | | | | 2b | | | * | | |
| 3.5.3.2. Education/ training catalogs, bulletins, publications | | | | | | | 2b | | | * | | |
| 3.5.3.3. Audio visual materials | | | | | | | b | | | * | | |
| 3.5.3.4. Computer based materials | | | | | | | b | | | * | | |
| 3.5.4. Establish/maintain documentation files | | | | | | | | | | | | |
| **3.5.5. Manage unit Career Field Education and Training Plans and Air Force Job Qualification Standards** | | | | | | | | | | | | |
| 3.5.5.1. Determine requirements based on UMD authorized AFSCs | * | | | | | | 2b | 2b | | * | | * |
| 3.5.5.2. Obtain | * | | | | | | 2b | 2b | | * | | * |
| 3.5.5.3. Issue | * | | | | | | b | b | | * | | * |
| 3.5.5.4. Maintain | * | | | | | | b | b | | * | | * |
| **3.6. Conduct education and training meeting TR: AFI 36-2201, AFMAN 37-126, AFMAN 36-2247** | | | | | | | | | | | | |
| 3.6.1. Schedule meeting | * | | | | | | b | | | * | | * |
| 3.6.2. Prepare/distribute agenda | * | | | | | | 2b | | | * | | * |
| 3.6.3. Conduct meeting | * | | | | | | 2b | | | * | | * |
| 3.6.4. Prepare/distribute minutes | * | | | | | | 2b | | | * | | * |
| 3.6.5. Maintain minutes on file | * | | | | | | | | | | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **3.7. Coordinate special, resident, and nonresident training TR: AFCAT 36-2223, AFI 36-2201** | | | | | | | | | | | | |
| 3.7.1. Review training request | | | | | | | 2b | b | | * | | |
| 3.7.2. Validate mission-essential need | | | | | | | 2b | b | | * | | |
| 3.7.3. Process request | | | | | | | b | b | | * | | |
| **3.8. Manage unit Mission Readiness training requirements TR: AFCAT 36-2223, AFI 36-2201** | | | | | | | | | | | | |
| 3.8.1. Conduct annual screening | * | | | | | | b | b | | | | * |
| **3.8.2. Request quotas** | | | | | | | | | | | | |
| 3.8.2.1. Out-of-cycle | * | | | | | | 2b | 2b | | | | * |
| 3.8.2.2. Special training | * | | | | | | 2b | 2b | | | | * |
| 3.8.3. Manage quota allocation RIPS | | | | | | | b | | | | | |
| **3.9. Use automated education and training systems and products TR: AFI 21-101, AFI 36-2201, AFMAN 30-3 Vol. V, AFMAN 36-2622 Vol. I, VI, AFCSM 21-556, Vol. 2** | | | | | | | | | | | | |
| **3.9.1. Operate computers** | | | | | | | | | | | | |
| 3.9.1.1. Input/load data | * | | | | | | 2b | b | | * | | * |
| 3.9.1.2. Inquire/extract on-line data | * | | | | | | 2b | | | * | | * |
| 3.9.1.3. Verify accuracy of on-line data | * | | | | | | 2b | 2b | | * | | * |
| **3.9.2. Maintain computer data** | | | | | | | | | | | | |
| 3.9.2.1. Verify accuracy of TR data | * | | | | | | 2b | | | * | | * |
| 3.9.2.2. Submit proposed change to education/training subsystem OPR | | | | | | | b | | | * | | |
| **3.9.3. Manage computer products** | | | | | | | | | | | | |
| 3.9.3.1. Review/ interpret products | * | | | | | | b | | | * | | * |
| 3.9.3.2. Distribute products | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 3.9.3.3. Identify and correct errors | * | | | | | | 2b | | | * | | * |
| 3.9.3.4. Request automated products | | | | | | | b | | | * | | |
| **3.10. Evaluate Airmen's Qualification and Training Status TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2108, AFM 36-2622 Vol. I and VI** | | | | | | | | | | | | |
| 3.10.1. Screen newly assigned personnel | * | | | | | | b | b | | * | | * |
| 3.10.2. Review personnel/training record | * | | | | | | b | b | | * | | * |
| 3.10.3. Determine individual training status code | * | | | | | | b | b | | * | | * |
| **3.11. Process Airman AFSC Training Status Actions TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol. I** | | | | | | | | | | | | |
| 3.11.1. Verify upgrade eligibility | * | | | | | | 2b | b | | * | | * |
| 3.11.2. Annotate OJT Roster | * | | | | | | 2b | b | | * | | * |
| 3.11.3. Process manual/automated AF Form 2096 | * | | | | | | 2b | b | | * | | * |
| 3.11.4. Forward IMA upgrade requests to Base Training Office/HQ ARPC | | | | | | | b | | | * | | |
| **3.12. Process classification actions for trainees demonstrating unsatisfactory progress in upgrade/qualification training. TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol. I** | | | | | | | | | | | | |
| 3.12.1. Identify personnel | | | | | | | b | | | | | |
| 3.12.2. Assess adequacy of training | * | | | | | | c | b | | * | | * |
| 3.12.3. Determine deficiency | * | | | | | | 2c | b | | * | | * |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 3.12.4. Record/coordinate data on source document worksheet. Verify if it is a requirement or not | * | | | | | | b | | | | | * |
| 3.12.5. Advise individuals | * | | | | | | 2c | | | | | * |
| 3.12.6. Recommend action | * | | | | | | 2c | | | | | * |
| 3.12.7. Initiate skill level/AFSC withdrawal package | * | | | | | | c | | | | | * |
| 3.12.8. Take follow-up action | * | | | | | | b | | | | | * |
| **3.13. Analyze lack of training capability TR: AFI 36-2201** | | | | | | | | | | | | |
| 3.13.1. Review documents, research, and validate problem | | | | | | | 2b | | | * | | |
| 3.13.2. Recommend alternate training methods/resources | | | | | | | 2b | | | * | | |
| 3.13.3. Research unit/base capability/capacity | | | | | | | 2b | | | * | | |
| 3.13.4. Prepare documents | | | | | | | 2b | | | * | | |
| 3.13.5. Forward documents through base and MAJCOM channels | | | | | | | b | | | * | | |
| 3.13.6. Notify parent MAJCOM of individual(s) involved | | | | | | | b | | | * | | |
| **3.14. Manage Career Development Course (CDC) program TR: AFI 36-2101, AFI 36-2201, AFMAN 36-2622 Vol. I and VI, ECI Catalog, AFSC/CDC Listing** | | | | | | | | | | | | |
| 3.14.1. Order appropriate CDC | * | | | | | | 2b | b | | * | | * |
| 3.14.2. Review TR AUTODIN | * | | | | | | 2b | | | * | | * |
| 3.14.3. Contact ECI concerning CDC enrollment problems | * | | | | | | b | | | * | | * |
| 3.14.4. Brief supervisor and trainee and issue CDC materials | * | | | | | | 2c | 2c | | * | | * |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 3.14.5. Provide guidance/assistance on CDC procedures/ problems | * | | | | | | b | | | * | | * |
| 3.14.6. Ensure trainee has all materials before departing, upon arrival | * | | | | | | b | b | | * | | * |
| 3.14.7. Monitor CDC progression | * | | | | | | 2b | | | * | | * |
| **3.14.8. CDC waivers** | | | | | | | | | | | | |
| 3.14.8.1. Analyze waiver trends | * | | | | | | b | b | | * | | * |
| 3.14.8.2. Process CDC waiver | * | | | | | | 2b | 2b | | * | | * |
| 3.14.9. Process CDC extension requests | * | | | | | | 2b | | | * | | * |
| 3.14.10. Process CDC reactivation packages | | | | | | | b | | | * | | * |
| 3.14.11. Process CDC cancellation | * | | | | | | 2b | | | * | | * |
| 3.14.12. Process CDC enrollment data change | * | | | | | | 2b | | | * | | * |
| 3.14.13. Request course examinations | * | | | | | | 2b | | | * | | * |
| 3.14.14. Schedule trainees for course examinations | * | | | | | | b | | | * | | * |
| **3.14.15 Course examination failures** | | | | | | | | | | | | |
| 3.14.15.1. Advise appropriate personnel | * | | | | | | b | | | * | | * |
| 3.14.15.2. Process CDC examination failures | * | | | | | | b | | | * | | * |
| 3.14.15.3. Identify causes of CDC failure | * | | | | | | b | | | * | | * |
| **3.15. Coordinate training for wartime tasks TR: AFI 36-2201** | | | | | | | | | | | | |
| 3.15.1. Assist and determine qualification requirements with contingency OPRs (i.e., Disaster Preparedness, PERSCO, PRIME BEEF) | | | | | | | b | b | | * | | |
| 3.15.2. Assist to incorporate wartime task training into base and unit exercises, whenever feasible | | | | | | | b | b | | * | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **3.16. Conduct retraining interviews TR: AFI 36-2201, AFMAN 36-2247, AFMAN 36-2108** | | | | | | | | | | | | |
| 3.16.1. Prepare for interview | | | | | | | | | | * | | |
| 3.16.2. Conduct the interview | | | | | | | | | | * | | |
| 3.16.3. Prepare written comments and recommendations | | | | | | | | | | * | | |
| 3.16.4. Forward written comments and recommendations to appropriate agency | | | | | | | | | | * | | |
| **3.17. Conduct education and training orientation using CFETP TR: AFI 36-2201, AFMAN 36-2247, AFMAN 36-2241, CFETP** | | | | | | | | | | | | |
| 3.17.1. Skill level advancement | | | | | | | 2b | 2b | | * | | |
| 3.17.2. PME advancement | | | | | | | 2b | 2b | | * | | |
| 3.17.3. CCAF opportunity | | | | | | | 2b | 2b | | * | | |
| 3.17.4. Career path | | | | | | | 2b | 2b | | * | | |
| 3.17.5. AF training life cycle | | | | | | | 2b | 2b | | * | | |
| **3.18. Manage Education and Training Equipment: TR: AFI 31-209, AFI 32-1031, AFMAN 23-110, Manufacturer's Manual** | | | | | | | | | | | | |
| 3.18.1. Obtain equipment maintenance | | | | | | | | | | | | |
| 3.18.2. Set up equipment | | | | | | | | | | | | |
| 3.18.3. Operate equipment | | | | | | | | | | | | |
| 3.18.4. Coordinate use of instructional equipment and aids | | | | | | | | | | | | |
| 3.19. Arrange for and schedule use of classrooms | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1)<br>Course | (2)<br>War time Tasks | (1)<br>Course | (2)<br>SC | (1)<br>Course | (2)<br>QTP |
| **3.20.  Manage testing programs**<br>**TR:  AFI 36-2605, AFH 36-2245 Vol. 11, DANTES Catalog, ECI Catalog** | | | | | | | | | | | | |
| 3.20.1.  Order test material | | | | | | | b | | | * | | * |
| 3.20.2.  Receive test material | | | | | | | b | | | * | | * |
| 3.20.3.  Secure test material | | | | | | | b | | | * | | * |
| 3.20.4.  Schedule tests | | | | | | | b | | | * | | * |
| 3.20.5.  Maintain test facility | | | | | | | b | | | * | | * |
| 3.20.6.  Administer tests | | | | | | | b | | | * | | * |
| 3.20.7.  Destroy test material | | | | | | | b | | | * | | * |
| 3.20.8.  Conduct/ maintain test inventory | | | | | | | b | | | * | | * |
| 3.20.9.  Validate locally-developed tests | | | | | | | b | | | * | | * |
| 3.20.10.  Recommend changes to training material | | | | | | | b | | | * | | * |
| **3.21  Resource management**<br>**TR:  AFI 36-2306, AFI 65-601 Vol. II, AFMAN 36-2247** | | | | | | | | | | | | |
| 3.21.1.  Review manpower and personnel requirements | * | | | | | | | | | | | * |
| **3.21.2.  Manage budget** | | | | | | | | | | | | |
| 3.21.2.1. Forecast | | | | | | | | | | | | |
| 3.21.2.2. Execute | | | | | | | | | | | | |
| 3.21.2.3.  Initiate/use AF Form 616 | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Task | (1) Course | (2) SC | (1) Course | (2) QTP |
| **4. PROGRAM DEVELOPMENT AND ASSISTANCE** | | | | | | | | | | | | |
| **4.1. Assist in development of unit/individual training programs TR: AFI 36-2201, 37-160 Vol. 7, 37-161, AFMAN 36-2108, 36-2234, 36-2236, AFH 36-2235 Vol. 11, CFETP Part 1** | | | | | | | | | | | | |
| **4.1.1. Analyze work center/duty position requirements** | | | | | | | | | | | | |
| 4.1.1.1 Interview subject matter experts | | | | | | | b | b | | * | | |
| 4.1.1.2. Identify day-to-day work requirements | * | | | | | | 2b | 2b | | * | | * |
| 4.1.1.3. Research applicable directives | | | | | | | 2b | 2b | | * | | |
| 4.1.1.4. Relate mission statements to training requirements | | | | | | | 2b | 2b | | * | | |
| 4.1.1.5. Develop questionnaires to assess requirements | | | | | | | 2b | 2b | | * | | |
| 4.1.1.6. Review past production records | | | | | | | b | b | | * | | |
| 4.1.1.7. Review applicable training standards (i.e., CFETP, AFJQS, etc.) | * | | | | | | 2b | 2b | | * | | * |
| 4.1.1.8. Identify special work requirements | * | | | | | | 2b | 2b | | * | | |
| 4.1.1.9. Identify mandatory AFSC requirements (i.e., AFMAN 36-2108 and core tasks) | * | | | | | | 2b | 2b | | * | | * |
| 4.1.1.10. Determine training capability | | | | | | | b | b | | * | | |
| 4.1.1.11. Identify recurring training requirements | * | | | | | | 2b | 2b | | * | | * |
| 4.1.1.12. Review manning documents | | | | | | | 2b | 2b | | * | | |
| 4.1.1.13. Review staff assistance/ quality inspection reports | | | | | | | b | b | | * | | |

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| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Task | (1) Course | (2) SC | (1) Course | (2) QTP |
| 4.1.1.14. Identify wartime tasks | | | | | | | b | b | | * | | |
| **4.1.2. Define work center/individual requirements** | | | | | | | | | | | | |
| 4.1.2.1. Develop training standards to support the mission | * | | | | | | 2b | 2b | | * | | * |
| 4.1.2.2. Compare skills/qualifications to duty position requirements | * | | | | | | 2b | 2b | | * | | * |
| 4.1.2.3. Review CFETP/AFJQS to identify training needs | * | | | | | | 2b | 2b | | * | | * |
| 4.1.2.4. Review Individual Mobilization Augmentee (IMA) wartime job description | | | | | | | b | b | | * | | * |
| 4.1.2.5. Identify personnel gains/losses | | | | | | | b | b | | * | | * |
| 4.1.2.6. Identify the need for job rotation | | | | | | | b | b | | * | | * |
| 4.1.2.7. Identify available time for training | * | | | | | | b | b | | * | | * |
| **4.1.2.8. Initiate training record** | | | | | | | | | | | | |
| 4.1.2.8.1. Determine applicable documents | * | | | | | | 2b | b | | * | | * |
| 4.1.2.8.2. Provide documentation guidance and assistance | * | | | | | | 2b | 2b | | | | * |
| **4.1.2.9. Identify training capacity** | | | | | | | | | | | | |
| 4.1.2.9.1. Assist supervisors in selecting trainers | * | | | | | | b | b | | * | | |
| 4.1.2.9.2. Assist in selecting task certifiers | * | | | | | | b | b | | * | | * |
| **4.1.3. Develop training objectives and measurement devices** | | | | | | | | | | | | |
| 4.1.3.1. Identify job and task performance requirements | * | | | | | | b | b | | * | | * |
| 4.1.3.2. Identify training program objectives requirements | * | | | | | | 2b | 2b | | * | | * |
| 4.1.3.3. Develop objectives | | | | | | | 2b | 2b | | * | | |
| **4.1.3.4. Determine how objectives will be met** | | | | | | | | | | | | |

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| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Task | (1) Course | (2) SC | (1) Course | (2) QTP |
| 4.1.3.4.1. Knowledge test | | | | | | | b | b | | * | | |
| 4.1.3.4.2. Performance test | | | | | | | b | b | | * | | |
| **4.1.3.5. Develop measurement devices** | | | | | | | | | | | | |
| 4.1.3.5.1. Written/oral examinations | | | | | | | 2b | 2b | | * | | |
| 4.1.3.5.2. Performance checklists/tests | | | | | | | 2b | 2b | | * | | |
| **4.1.4. Determine work center training method** | | | | | | | | | | | | |
| 4.1.4.1. Prioritize training | | | | | | | b | b | | * | | |
| 4.1.4.2. Plan concurrent knowledge training | | | | | | | 2b | 2b | | * | | |
| **4.1.4.3. Select training methods/media** | | | | | | | | | | | | |
| 4.1.4.3.1. Lecture | | | | | | | b | | | * | | |
| 4.1.4.3.2. Coach/pupil | | | | | | | b | | | * | | |
| 4.1.4.3.3. Demonstration/ performance | | | | | | | b | | | * | | |
| 4.1.4.3.4. Computer assisted | | | | | | | b | | | * | | |
| 4.1.4.3.5. Qualification training package (QTP) | | | | | | | b | | | * | | |
| **4.1.4.4. Develop Methods and Media** | | | | | | | | | | | | |
| 4.1.4.4.1 Develop lesson plans (LPs) | | | | | | | 2b | | | * | | |
| 4.1.4.4.2 Develop task breakdowns | | | | | | | 2b | | | * | | |
| 4.1.4.4.3. Determine equipment needs | | | | | | | b | | | * | | |
| 4.1.4.4.4. Develop teaching aids | | | | | | | 2b | | | * | | |
| 4.1.4.5. Schedule training | | | | | | | b | | | * | | |
| **4.1.4.6. Validate instruction** | | | | | | | | | | | | |
| 4.1.4.6.1. Determine whether training materials meet needs | | | | | | | b | | | * | | |
| 4.1.4.6.2. Revise plans and materials, as needed | | | | | | | b | | | * | | |
| **4.1.5. Conduct training session** | | | | | | | | | | | | |
| 4.1.5.1. Demonstration/ Performance | * | | | | | | 2b | | | * | | * |
| 4.1.5.2. Lecture | * | | | | | | 2b | | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Task | (1) Course | (2) SC | (1) Course | (2) QTP |
| **4.1.6. Evaluate work center training** | | | | | | | | | | | | |
| 4.1.6.1. Conduct task evaluations | * | | | | | | 2b | | | * | | * |
| 4.1.6.2. Review work center training program | * | | | | | | b | | | * | | * |
| 4.2. Identify/Advise effective training evaluation methods to inspection and evaluation agencies TR: AFI 36-2201, AFMAN 36-2234, AFH 36-2235 Vol. 11, AFMAN 36-2247 | | | | | | | b | | | * | | |
| **4.3. Identify availability of training sources TR: AFI 36-2201, AFI 36-2232, AFI 36-2306, AFJI 36-2230, AFCAT 36-2223, Distance Learning Catalog, Distance Learning Guide, ECI Catalog** | | | | | | | | | | | | |
| 4.3.1. AFCAT 36-2223 resident/nonresident courses | | | | | | | 2b | | | * | | |
| 4.3.2. ECI courses | | | | | | | B | | | * | | |
| 4.3.3. DOD schools | | | | | | | B | | | * | | |
| 4.3.4. Locally developed courses | | | | | | | B | | | * | | |
| 4.3.5. Civilian contracted courses | | | | | | | B | | | * | | |
| **4.4. Analyze education/ training data for trends TR: AFI 36-2201** | | | | | | | | | | | | |
| 4.4.1. Review/compile statistics | * | | | | | | b | | | | | * |
| 4.4.2. Review/compile crosstell reports | * | | | | | | b | | | | | * |
| 4.4.3. Advise personnel of program status | * | | | | | | b | | | | | * |
| 4.4.4. Recommend improvements/corrective actions | * | | | | | | b | | | | | * |
| **4.5. Conduct unit/work center assistance visits TR: AFI 36-2201, AFMAN 36-2247, AFI 36-2306** | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Task | (1) Course | (2) SC | (1) Course | (2) QTP |
| 4.5.1.  Conduct pre-visit | * | | | | | | c | | | * | | * |
| 4.5.2.  Conduct visit | * | | | | | | c | | | * | | * |
| 4.5.3.  Conduct post-visit | * | | | | | | c | | | * | | * |
| 4.6.  Instruct Air Force training courses TR:  AFI 36-2201, AFM 36-2236 | * | | | | | | 2b | | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A Tng Start | B Tng Complete | C Trainee Initials | D Trainer Initials | E Certifier Initials | A 3 Skill Level (1) Course | A 3 Skill Level (2) War Time Tasks | B 5 Skill Level (1) Course | B 5 Skill Level (2) SC | C 7 Skill Level (1) Course | C 7 Skill Level (2) QTP |
| **5. BASE TRAINING FUNCTIONS** | | | | | | | | | | | | |
| 5.1. Serve as base functional manager for AFSC 3S2X1 TR: AFI 36-2201 | | | | | | | A | | | | | |
| **5.2. Manage annual MAJCOM Functional Area (3S2X1) course screening TR: AFCAT 36-2223, AFI 36-2201** | | | | | | | | | | | | |
| 5.2.1. Request quotas/ backlogs from units | | | | | | | b | | | * | | |
| 5.2.2. Consolidate/ prioritize requirements | | | | | | | b | | | * | | |
| 5.2.3. Forward to MAJCOM | | | | | | | a | | | * | | |
| 5.3. Train Education and Training personnel TR: AFI 36-2201 | ** | | | | | | | | | | | * |
| **5.4. Manage the Career Development Course (CDC) Examination Test Control Office TR: AFI 36-2201, USAF ECI Catalog and Price Listing** | | | | | | | | | | | | |
| 5.4.1. Establish test control office ZIP shred | | | | | | | A | b | | * | | * |
| 5.4.2. Maintain test control log | ** | | | | | | b | b | | * | | * |
| 5.4.3. Log receipt of CDC examinations | ** | | | | | | b | b | | * | | * |
| 5.4.4. Secure CDC examinations | ** | | | | | | b | b | | * | | * |
| 5.4.5. Schedule course examinations | ** | | | | | | b | b | | * | | * |
| 5.4.6. Maintain test facility | | | | | | | b | b | | * | | * |
| 5.4.7. Administer course examinations | ** | | | | | | b | b | | * | | * |
| 5.4.8. Process answer sheets | ** | | | | | | b | b | | * | | * |
| 5.4.9. Receive test results | ** | | | | | | b | b | | * | | * |
| 5.4.10. Destroy testing material | ** | | | | | | b | b | | * | | * |
| 5.4.11. Forward test results | ** | | | | | | b | b | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 5.4.12.  Conduct test inventory | ** | | | | | | b | b | | * | | * |
| 5.4.13.  Forward CDC examinations to gaining test office | ** | | | | | | b | b | | * | | * |
| 5.4.14.  Request CDC extensions as necessary | ** | | | | | | b | b | | * | | * |
| 5.4.15.  Report CDC examination compromises | ** | | | | | | c | b | | * | | * |
| 5.5.  Serve as base point of contact for external training evaluations and surveys TR:  AFI 36-2201 | ** | | | | | | b | | | * | | * |
| **5.6.  Serve as OPR for OJT TR:  AFI 36-2201** | | | | | | | | | | | | |
| 5.6.1.  Coordinate training support across the base and with higher headquarters | | | | | | | b | b | | * | | |
| 5.6.2.  Coordinate qualified trainer and certifier requirements between units | | | | | | | b | | | * | | |
| 5.6.3.  Elevate unresolved issues to installation commander or MAJCOM  Education and Training manager | | | | | | | b | | | * | | |
| 5.6.4.  Coordinate Education and Training policy and program changes with the installation commander, supported units, and MAJCOM Education and Training manager | | | | | | | b | | | * | | |
| 5.6.5.  Develop and coordinate base Education and Training policy | | | | | | | b | | | * | | |
| 5.6.6.  Assist units in establishing effective Education and Training functions | | | | | | | b | | | * | | |
| 5.6.7.  Provide feedback to MAJCOM Education and Training manager | | | | | | | b | | | * | | |
| **5.7.  Ancillary Training Program TR:  AFI 36-2201** | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 5.7.1. Provide guidance and assistance to base-level training agencies in developing ancillary training programs | | | | | | | A | | | | | |
| 5.7.2. Review unit ancillary training procedures, upon request | | | | | | | A | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **6. EDUCATION SERVICES FUNCTIONS** | | | | | | | | | | | | |
| 6.1. Customer Service TR: AFI 36-2107, AFI 36-2306, AFI 36-2608 | | | | | | | | | | | | |
| **6.2. Individual educational services record (AF Form 186, Individual Record - Education Services Program)** | | | | | | | | | | | | |
| 6.2.1. Initiate Educational Record via Automated/Manual System | ** | | | | | | 2b | | | * | | * |
| 6.2.2. Process incoming and outgoing education records | ** | | | | | | b | | | * | | * |
| 6.2.3. Maintain grade sheets | | | | | | | | | | | | |
| 6.2.4. Prepare AF Form 63, Officer Active Duty Service Commitment (ADSC) | ** | | | | | | 2b | | | * | | * |
| **6.3. Resource Management** | | | | | | | | | | | | |
| 6.3.1. Initiate/Process AF Form 1227, Authority for Tuition Assistance Education Services Programs | ** | | | | | | 2b | | | * | | * |
| 6.3.2. Certify invoices for payment | ** | | | | | | b | | | * | | * |
| 6.3.3. Perform TA reimbursement/waiver actions | ** | | | | | | 2b | | | * | | * |
| 6.3.4. Initiate SF 1034, Public Voucher For Purchases and Services Other Than Personal, for refund of TA assistance | | | | | | | 2b | | | * | | |
| 6.3.5. Administer instructional and non-instructional programs/non-personal services contracts (NPSC) | ** | | | | | | | | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **6.4. Manage education services program TR: AFI 36-2306** | | | | | | | | | | | | |
| **6.4.1. Educational needs assessment survey** | | | | | | | | | | | | |
| 6.4.1.1. Develop, distribute, and conduct | ** | | | | | | b | | | * | | * |
| 6.4.1.2. Collate and interpret data | ** | | | | | | b | | | * | | * |
| 6.4.2. Compile and submit the Nathan Altschuler Award for Excellence and Educational Programs | ** | | | | | | | | | * | | * |
| 6.4.3. Develop Education Services Program and Publicity | | | | | | | b | | | * | | |
| 6.4.4. Compile and submit Education Services Report | ** | | | | | | b | | | * | | * |
| **6.5. Determine educational needs of individual personnel TR: AFI 36-2305, 36-2306** | | | | | | | | | | | | |
| 6.5.1. Evaluate individual background | ** | | | | | | b | | | * | | * |
| 6.5.2. Record interviews and results | ** | | | | | | b | | | * | | * |
| **6.6. Assist and advise personnel on education services program TR: AFI 36-2302, 36-2305, 36-2306, American Council on Education Guide to the Evaluation of Educational Experience in the Armed Services (ACE Guide), Handbook to the ACE Guide, CCAF General Catalog, CCAF Counselors Handbook, Service Members Opportunity Colleges (SOC) Guide** | | | | | | | | | | | | |
| 6.6.1. Obtain and interpret transcripts | ** | | | | | | b | | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 6.6.2.  Update academic education levels | ** | | | | | | 2b | | | * | | * |
| 6.6.3.  Obtaining credit for military schools/ experience/training | ** | | | | | | b | | | * | | * |
| 6.6.4.  Operation Bootstrap | ** | | | | | | b | | | * | | * |
| 6.6.5.  Education deferments | ** | | | | | | b | | | * | | * |
| 6.6.6.  Service Members Opportunity Colleges (SOC) | | | | | | | | | | * | | |
| 6.6.7.  On and Off Base Degree Programs | | | | | | | | | | | | |
| 6.6.8.  Correspondence, independent study, external degree programs TR:  DANTES Independent Study Catalog, DANTES External Degree Program | | | | | | | b | | | * | | |
| 6.6.9. Financial aid, such as loans and grants | | | | | | | b | | | * | | |
| **6.6.10.  CCAF TR: AFI 36-2304, CCAF General Catalog, CCAF Counselor Handbook, CCAF Update, CCAF Addendum** | | | | | | | | | | | | |
| 6.6.10.1.  Use CCAF Catalog/Update | ** | | | | | | b | | | * | | * |
| 6.6.10.2.  Use CCAF Advisors Handbook | ** | | | | | | b | | | * | | * |
| 6.6.10.3.  Order/interpret CCAF progress reports | ** | | | | | | 2b | | | * | | * |
| 6.6.11.  AFIT Programs TR:  AFCAT 36-2223, AFI 36-2005, 36-2013 | | | | | | | b | | | * | | |
| **6.6.12.  Voluntary ECI Programs  TR:  AFI 36-2201, ECI Catalog,** | | | | | | | | | | | | |
| 6.6.12.1.  Career Development Courses (CDC) and Specialized Courses (SC) | ** | | | | | | b | b | | * | | * |
| 6.6.12.2.  Enlisted PME courses | ** | | | | | | b | b | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 6.6.13. Air University Officer PME  TR: AFI 36-2301, Air University Catalog, ECI Catalog | | | | | | | b | | | | | |
| 6.6.14. Commissioning Programs (AECP, AFROTC, AFA, OTS, LEAD, SOAR, etc.) | ** | | | | | | b | | | * | | * |
| **6.6.15. Department of Veterans Affairs Programs TR:  AFI 36-2306, Certification of Students Under Veterans' Laws, VA circulars** | | | | | | | | | | | | |
| 6.6.15.1. VA Educational Programs | | | | | | | b | | | * | | * |
| 6.6.15.2. Preparation of certification forms | | | | | | | | | | * | | * |
| **6.7. DANTES Test Administration  TR: AFI 36-2306, Examination Program Handbook (DEPH) Vol. I & II** | | | | | | | | | | | | |
| 6.7.1. Comply with testing guidelines | ** | | | | | | b | | | * | | * |
| **6.7.2. Safeguard examinations** | | | | | | | | | | | | |
| 6.7.2.1. Maintain room and safe security | ** | | | | | | b | | | * | | * |
| 6.7.2.2. Maintain test administration documentation | ** | | | | | | | | | * | | * |
| **6.7.3. Testing programs (GRE, GMAT, CLEP, DSSTS, etc.) TR: DANTES Examination Program Handbook (DEPH) Vol. I & II** | | | | | | | | | | | | |
| 6.7.3.1. Administer examinations | ** | | | | | | | | | | | * |
| 6.7.3.2. Order examinations | ** | | | | | | | | | | | * |
| 6.7.2.3. Inventory | ** | | | | | | b | | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 6.7.2.4.  Coordinate annual DANTES facility inspection | | | | | | | | | | * | | * |
| 6.7.2.5.  Report/identify test compromise | ** | | | | | | | | | * | | * |
| **6.8.  Manage the distance learning/instructional program TR:  AETCI 36-2209** | | | | | | | | | | | | |
| 6.8.1.  Obtain course materials and equipment | | | | | | | b | | | * | | |
| 6.8.2.  Ensure material currency | | | | | | | b | | | * | | |
| 6.8.3.  Ensure serviceability of training aids/equipment | | | | | | | b | | | * | | |
| 6.8.4.  Inform units of available programs | | | | | | | b | | | * | | |
| 6.8.5.  Schedule training sessions | | | | | | | b | | | * | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War-time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **7. MAINTENANCE TRAINING FUNCTIONS** | | | | | | | | | | | | |
| **7.1. Schedule training events TR: AFI 21-101, AFI 36-2201, AFCAT 36-2223, AFJI 16-105, AFCSM 21-570 Vol. II** | | | | | | | | | | | | |
| 7.1.1.  Create training schedule | ** | | | | | | 2b | b | | * | | * |
| 7.1.2.  Load training events | ** | | | | | | 2b | b | | * | | * |
| 7.1.3.  Load/delete personnel to training events | ** | | | | | | 2b | b | | * | | * |
| 7.1.4.  Process/publish training schedules | ** | | | | | | 2b | b | | * | | * |
| **7.1.5.  Manage deviations** | | | | | | | | | | | | |
| 7.1.5.1.  Identify | | | | | | | b | | | * | | * |
| 7.1.5.2.  Track | | | | | | | b | | | * | | * |
| **7.1.6.  Update completions** | | | | | | | | | | | | |
| 7.1.6.1.  Delete no shows | ** | | | | | | 2b | | | * | | * |
| 7.1.6.2.  Delete/update event | ** | | | | | | 2b | | | * | | * |
| **7.2.  Report status of training accomplishments TR:  AFI 21-101, AFI 36-2201, AFCSM 21-570 Vol. II** | | | | | | | | | | | | |
| 7.2.1.  Identify overdue training items | ** | | | | | | b | | | * | | * |
| 7.2.2.  Identify cause of deficiency | ** | | | | | | c | | | * | | * |
| 7.2.3.  Recommend corrective measures | ** | | | | | | c | | | | | * |
| 7.2.4.  Identify unit's inability to meet training requirements | | | | | | | b | | | * | | * |
| **7.2.5.  Prepare status reports** | | | | | | | | | | | | |
| 7.2.5.1.  Compile statistical data | ** | | | | | | 2b | b | | * | | * |
| 7.2.5.2.  Prepare statistical data summary | | | | | | | 2b | b | | * | | * |
| 7.2.5.3.  Develop visual aids | | | | | | | b | | | * | | * |
| 7.2.5.4.  Provide to appropriate officials | | | | | | | b | b | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A<br>3 Skill Level | | B<br>5 Skill Level | | C<br>7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War-time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **7.3. Manage training detachment courses for maintenance complex TR: AFI 21-101, 36-2201, AFCAT 36- 2223, AFCSM 21-570 Vol. II** | | | | | | | | | | | | |
| 7.3.1. Coordinate with units to determine requirement | | | | | | | b | b | | * | | * |
| 7.3.2. Identify priority courses | | | | | | | b | b | | * | | * |
| 7.3.3. Consolidate course requests | | | | | | | b | b | | * | | * |
| 7.3.4. Process approval/ disapproval of quotas | | | | | | | b | | | * | | * |
| 7.3.5. Coordinate availability of aircraft, equipment, and facilities | | | | | | | b | b | | * | | * |
| 7.3.6. Publish class schedules | | | | | | | b | b | | * | | * |
| 7.3.7. Submit class rosters | | | | | | | b | | | * | | * |
| 7.3.8. Report No-shows | | | | | | | | | | | | |
| 7.3.9. Coordinate course quotas with other maintenance training offices | | | | | | | b | b | | * | | * |
| 7.3.10. Process TDY training requirements | | | | | | | b | | | * | | * |
| 7.3.11. Process en route training requirements to MAJCOM | | | | | | | b | | | * | | * |
| 7.3.12. Prepare on-site instructor assistance request | | | | | | | b | | | * | | * |
| **7.4. Manage training evaluation program TR: AFI 21-101, AFI 36-2201, AFI 36-2605, AFH 36-2235 Vol. 11** | | | | | | | | | | | | |
| 7.4.1. Develop evaluation material | | | | | | | b | | | * | | * |
| 7.4.2. Administer evaluations | | | | | | | b | | | * | | * |
| 7.4.3. Review evaluation results | | | | | | | b | | | * | | * |
| 7.4.4. Dispose of evaluation materials | | | | | | | b | | | * | | * |
| 7.4.5. Coordinate instructional system reviews (ISR) | | | | | | | b | | | * | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War-time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **8. INSTRUCTIONAL SYSTEM DEVELOPMENT (ISD) TR: AFMAN 36-2234, AFH 36-2235 Series, AFPD 36-22** | | | | | | | | | | | | |
| **8.1. ISD Process** | | | | | | | | | | | | |
| 8.1.1. Total instructional system | | | | | | | B | | | | | |
| 8.1.2. Quality improvement | | | | | | | B | | | | | |
| **8.2. Learning theory** | | | | | | | | | | | | |
| 8.2.1. Theoretical approaches | | | | | | | B | | | | | |
| 8.2.2. Types of learning | ** | | | | | | B | | | | | * |
| 8.2.3. Applying theory to the learning situation | | | | | | | B | | | | | |
| **8.3. Instructional planning** | | | | | | | | | | | | |
| 8.3.1. Conduct needs assessment | ** | | | | | | | | | | | * |
| 8.3.2. Develop instructional system concepts | | | | | | | | | | | | |
| 8.3.3. Develop ISD management plan | | | | | | | | | | | | |
| 8.3.4. Develop ISD evaluation plan | | | | | | | | | | | | |
| **8.4. Analysis phase** | | | | | | | | | | | | |
| 8.4.1. Conduct occupational/ educational/mission analysis | | | | | | | | | | | | |
| 8.4.2. Conduct task analysis | ** | | | | | | | | | | | * |
| 8.4.3. Conduct learning analysis | | | | | | | | | | | | |
| 8.4.4. Perform resource analysis | | | | | | | | | | | | |
| 8.4.5. Conduct target audience analysis | | | | | | | | | | | | |
| **8.5. Design phase** | | | | | | | | | | | | |
| 8.5.1. Develop objectives | ** | | | | | | | | | | | * |
| 8.5.2. Prioritize, cluster, and sequence objectives | ** | | | | | | | | | | | * |
| 8.5.3. Develop tests | ** | | | | | | | | | | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War-time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 8.5.4. Review existing materials | | | | | | | | | | | | |
| **8.5.5. Design instructional plan** | | | | | | | | | | | | |
| 8.5.5.1. Select instructional method | ** | | | | | | | | | | | * |
| 8.5.5.2. Select media | ** | | | | | | | | | | | * |
| 8.5.5.3. Select media for integrated activities | | | | | | | | | | | | |
| 8.5.5.4. Determine instructional strategies | | | | | | | | | | | | |
| 8.5.5.5. Design instructional activities | | | | | | | | | | | | |
| 8.5.6. Develop implementation plan | | | | | | | | | | | | |
| **8.6. Development phase** | | | | | | | | | | | | |
| 8.6.1. Prepare plan of instruction | ** | | | | | | | | | | | * |
| 8.6.2. Produce instructional materials | | | | | | | | | | | | |
| **8.6.3. Validate instruction** | | | | | | | | | | | | |
| 8.6.3.1. Develop validation plan | ** | | | | | | | | | | | * |
| 8.6.3.2. Conduct internal reviews | | | | | | | | | | | | |
| 8.6.3.3. Conduct tryouts | ** | | | | | | | | | | | * |
| 8.6.4. Finalize instructional materials | | | | | | | | | | | | |
| **8.7. Implementation phase** | | | | | | | | | | | | |
| 8.7.1. Implement system functions | | | | | | | | | | | | |
| 8.7.2. Conduct instruction | | | | | | | | | | | | |
| **8.8. Evaluation** | | | | | | | | | | | | |
| 8.8.1. Perform formative evaluation | ** | | | | | | | | | | | * |
| 8.8.2. Perform summative evaluation | ** | | | | | | | | | | | * |
| 8.8.3. Perform operational evaluation | ** | | | | | | | | | | | * |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| **9. MAJOR COMMAND (MAJCOM) Education and Training TR: AFI 36-2201, AFMAN 36-2245, AFI 36-2306, AFMAN 36-2247** | | | | | | | | | | | | |
| **9.1. Manage the MAJCOM Education and Training program** | | | | | | | | | | | | |
| 9.1.1. Coordinate on MAJCOM formal training requirements | | | | | | | A | | | * | | |
| 9.1.2. Manage MAJCOM Education and Training policy | | | | | | | | | | * | | |
| 9.1.3. Act as MAJCOM focal point for training issues | | | | | | | A | | | * | | |
| 9.1.4. Respond to supported base and MAJCOM functional manager requests for Education and Training support | | | | | | | | | | | | |
| 9.1.5. Identify MAJCOM training providers capabilities/resources | | | | | | | A | | | * | | |
| 9.1.6. Coordinate training for supported bases with MAJCOM functional managers and providers | | | | | | | | | | | | |
| **9.1.7. Coordinate supported base training feedback** | | | | | | | | | | | | |
| 9.1.7.1. Notify MAJCOM functional managers | | | | | | | A | | | * | | |
| 9.1.7.2. Notify training providers | | | | | | | A | | | * | | |
| 9.1.7.3. Monitor corrective actions | | | | | | | A | | | * | | |
| 9.1.8. Manage the MAJCOM OJT program to support mission requirements and USAF Education and Training policy | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 9.1.9. Ensure base training managers are qualified to conduct base training programs in support of mission requirements | | | | | | | | | | * | | |
| 9.1.10. Serve as the MAJCOM focal point for external training evaluations | | | | | | | | | | | | |
| 9.1.11. Assist MAJCOM inspection and evaluation activities to establish effective methods for evaluating airmen qualifications | | | | | | | | | | * | | |
| 9.1.12. Review withdrawal from UGT and AFSC downgrade or withdrawal case files with MAJCOM AFSC functional managers | | | | | | | | | | * | | |
| **9.2. Coordinate education and training policy and program changes with** | | | | | | | | | | | | |
| 9.2.1. Supported bases | | | | | | | A | | | * | | |
| 9.2.2. MAJCOM functional managers | | | | | | | A | | | * | | |
| 9.2.3. Training providers | | | | | | | A | | | | | |
| **9.3. Coordinate on education and training publications** | | | | | | | | | | | | |
| 9.3.1. MAJCOM | | | | | | | | | | | | |
| 9.3.2. Supplements | | | | | | | | | | | | |
| 9.3.3. Provide recommendations | | | | | | | | | | | | |
| **9.4. Coordinate on draft training documents** | | | | | | | | | | | | |
| 9.4.1. CFETP, AFJQS | | | | | | | A | | | * | | |
| 9.4.2. Provide recommendations to MAJCOM functional managers | | | | | | | | | | * | | |
| 9.5. Serve as MAJCOM ancillary training program (ATP) advisor TR: AFI 36-2201 | | | | | | | | | | | | |

| 1. Tasks, Knowledge And Technical References | 2. Core Tasks | 3. Certification For OJT | | | | | 4. Proficiency Codes Used To Indicate Training/Information Provided | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Certifier Initials | (1) Course | (2) War Time Tasks | (1) Course | (2) SC | (1) Course | (2) QTP |
| 9.6. Process Bootstrap TDY application waiver requests | | | | | | | | | | | | |
| 9.7. Review expenditure of funds for education and training programs | | | | | | | | | | | | |
| 9.8. Consolidate and analyze command education services reports and prepare statistical summary | | | | | | | A | | | | | |
| 9.9. Monitor Air Force education and training recognition programs | | | | | | | A | | | | | |

**4. Measurement.** Each objective is indicated as follows: W indicates task or subject knowledge which is measured using a written test, PC indicates required task performance which is measured with a performance progress check, and PC/W indicates separate measurement of both knowledge and performance elements using a written test and a performance progress check.

**5. Standard.** The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained**.**

**6. Proficiency Level.** Most task performance is taught to the "2b" proficiency level which means the students can do most parts of the task, but need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

**7. Course Objective.** These objectives are for the 3-skill-level courses developed from the April 1996 CFETP. After these courses are revised, changes to these objectives to comply with the proficiency codes in this CFETP will be published in a future change.

**7.1. Initial Skills Course:**

**7.1.1. BLOCK I**

2a. Following instructor guidance, perform basic operations to include starting, signing on, navigating, and shutting down the computer.
STS: 3.3.1., 3.3.2., 3.3.3., 3.3.4., 3.3.5. Prof.: 2b, 2b, 2b, 2b, 2b

3a. Working in teams of two, students will demonstrate the ability to navigate through the different Windows 95 programs using both the mouse and keyboard.
STS: 3.3.1., 3.3.2., 3.3.3., 3.3.4., 3.3.5. Prof.: 2b, 2b, 2b, 2b, 2b

4a. Working in teams of two, students will produce and print a document using word processing software.
STS: 3.3.1. Prof.: 2b

5a. Working in teams of two, students will create, modify, and print a worksheet using spreadsheet software.
STS: 3.3.2. Prof.: 2b

6a.  Working in teams of two, students will create, modify, and print a presentation using graphic presentation software.
STS: 3.3.5.  Prof.:  2b

7a.  Working in teams of two, students will create, modify, and print a database using database management software.
STS: 3.3.3.  Prof.:  2b

8a.  Working in teams of two, students will fill out and print an AF Form 623a using Form Flow software.
STS: 3.3.4.  Prof.:  2b

## 7.1.2.  BLOCK II

1a.  Identify the career field structure, duties, and progression in the 3S2X1, Education and Training Air Force Specialty.
STS: 1.1., 1.2., 1.3., 3.15.1., 3.15.2., 3.15.3., 3.15.4., 3.15.5., 3.15.6., 3.15.7., 5.1., 5.6.1., 5.6.2., 5.6.3., 5.6.4., 5.6.5., 5.6.6., 5.6.7., 5.7.1., 5.7.2., 9.1.1., 9.1.3., 9.1.5., 9.1.7.1., 9.1.7.2., 9.1.7.3., 9.1.7.4., 9.2.1., 9.2.2., 9.2.3., 9.4.1., 9.8., 9.9. Meas.:  PC/W  Prof.:  B, B, B, b, b, b, b, b, b, b, A, b, a, b, b, b, b, b, A, A, b, b, b, b, b, b, b, b, b, b, b

2a.  Identify the procedures used to establish training information libraries
STS: 3.6.1., 3.6.2., 3.6.3.1., 3.6.3.2., 3.6.3.3., 3.6.3.4., 3.6.3.5. Meas.:  PC/W Prof.:  b, b, b, b, b, b, b

2b.  Given situations/scenarios, determine training standard requirements, and order appropriate training standards.
STS: 3.6.5.1., 3.6.5.2. Meas.:  PC/W  Prof.: 2b, 2b

2c.  Identify the procedures used to manage the unit training standard library.
STS: 3.6.5.3., 3.6.5.4. Meas.:  PC  Prof.:  b, b

3a.  Identify basic facts and terms pertaining to determining local requirements for directives and development of standard operating procedures and supplements.
STS: 3.4.7.1., 3.4.7.2., 3.4.7.3.  Meas.:  PC/W  Prof.:  A, A, A

3b.  Identify basic facts and terms pertaining to preparing a memorandum of record.
STS: 3.4.4.  Meas.:  PC/W  Prof.:  b

4a.  Using a Career Field Education & Training Plan (CFETP) and working in teams of three, prepare and conduct an initial trainee orientation.
STS: 3.19.1., 3.19.2., 3.19.3., 3.19.4., 3.19.5. Meas.:  PC/W  Prof.:  2b, 2b, 2b, 2b, 2b

5a.  Identify the procedures pertaining to management of the mandatory CDC program.

STS: 3.16.1., 3.16.2., 3.16.3., 3.16.4., 3.16.5., 3.16.6., 3.16.8., 3.16.9., 3.16.10., 3.16.11., 3.16.12., 3.16.13.1., 3.16.13.2., 3.16.13.3., 3.22.1.   Meas.: PC/W  Prof.: 2b, 2b, b, 2c, b, b, 2b, 2b, 2b, 2b, b, b, b, b, b

5b.  Given a situation/scenario, process CDC transactions and review transaction registers.
STS: 3.16.1., 3.16.2., 3.10.2.2., 3.16.8., 3.16.9., 3.16.10., 3.16.11.   MEAS: PC/W  Prof.:  2b, 2b, b, 2b, 2b, 2b, 2b

5c.  Given a situation/scenario, brief the supervisor and trainee regarding CDC program responsibilities and issue CDC materials.
STS: 3.16.4.  Meas.:  PC  Prof.:  2c

5d.  Given situations/scenarios, analyze CDC waiver trends and process a CDC waiver request.
STS: 3.16.7.1., 3.16.7.2.  Meas.:  PC/W  Prof.:  2b, 2b

5e.  Using database management software and scenarios, log receipt of CDC examinations.
STS: 5.4.4., 3.22.2.   Meas.:  PC/W  Prof.:  2b, b

5f.  Identify the procedures used to manage the CDC examination Test Control Facility (TCF).
STS: 3.22.3., 3.22.4., 3.22.5., 3.22.6., 3.22.7., 3.22.8., 5.4.1., 5.4.2., 5.4.3., 5.4.5., 5.4.6., 5.4.7., 5.4.8., 5.4.9., 5.4.10., 5.4.11., 5.4.12., 5.4.13., 5.4.14., 5.4.15., 7.4.4.  Meas.:  PC/W  Prof.:  b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b

5g.  Given situations/scenarios, notify the appropriate agencies of CDC examination compromise.
STS: 5.4.16.  Meas.:  PC/W  Prof.:  2b

7a.  Given situations/scenarios, identify procedures used to evaluate training related classification actions and ensure entry into correct Training Status Code.
STS: 3.12.1., 3.12.2., 3.12.3.   Meas.:  PC/W  Prof.:  b, b, 2b

7b.  Identify procedures/statements pertaining to entry into upgrade training.
STS: 3.13.1., 3.13.2., 3.13.3., 3.13.4.   Meas.:  PC/W  Prof.:  b, b, b, b

8a.  Identify the characteristics and approaches to effective counseling techniques.
STS: 3.14.3., 3.14.5.  Meas.:  PC/W  Prof.: 2c, b

8b.  Given a counseling scenario, determine the deficiency leading to unsatisfactory  progress in upgrade training, counsel individuals, and recommend corrective action.
STS: 3.14.1., 3.14.2., 3.14.3., 3.14.4.    Meas.:  PC/W    Prof.:  b, 2c, 2c, 2c

8c.  Using previous scenario, document counseling results using electronic forms software.
    STS:  <u>3.3.4.</u>  Meas.:  PC  Prof.:  2b

9a. Using automated devices, process documents affecting upgrade of airman's AFSC  or UGT status.
    STS:  <u>3.4.6., 3.11.1., 3.11.2., 3.11.3., 3.11.4.</u>  Meas.:  PC/W Prof.:  b, 2b, 2b, 2b, 2b

10a.  Identify the procedures used to manage the annual course screening.
    STS:  <u>3.9.1., 3.9.2., 3.9.3., 3.9.5.1., 3.9.5.2., 3.9.5.3., 5.2.1., 5.2.2., 5.2.3.</u>  Meas.:  PC/W Prof.:  b, b, b, b, b, b, b, b, a

11a.  Given a situation pertaining to a training request, coordinate the training request and initiate an AF Form 403, Request For Special Training, to request out-of-cycle and special training requirements.
    STS:  <u>3.8.1., 3.8.2., 3.8.3., 3.9.4.1., 3.9.4.2.</u>  Meas.:  PC/W  Prof.: 2b, 2b, b, 2b, 2b

12a.  Identify the procedures used to coordinate training for wartime tasks.
    STS:  <u>3.17.1., 3.17.2.</u>  MEAS:  PC/W  Prof.: b, b

13a.  Given a training meeting situation and an approved enlisted specialty training topic(s) prepare a meeting agenda, conduct a training meeting, and prepare meeting minutes, using word processing software.
    STS:  <u>3.3.1., 3.7.1., 3.7.2., 3.7.3., 3.7.4.</u>  MEAS:  PC/W  Prof.: 2b, b, 2b, 2b, 2b

## 7.1.3.  BLOCK III

1a.  Without reference, identify basic ISD facts and general principles, and match the functions and phases to their definitions..
    STS:  <u>8.1.1., 8.1.2.</u>  Meas.:  PC/W  Prof.:  B, B

2a.  Given situations/scenarios, identify and apply the procedures used to analyze work center/duty position requirements and identify training requirements.
    STS:  3.4.5., <u>4.1.1.1., 4.1.1.2., 4.1.1.3., 4.1.1.4., 4.1.1.5., 4.1.1.6., 4.1.1.7., 4.1.1.8., 4.1.1.9., 4.1.1.11., 4.1.1.12., 4.1.1.13., 4.1.1.14., 4.1.2.1., 4.1.2.2., 4.1.2.3., 4.1.2.4., 4.1.2.5., 4.1.2.6., 4.1.2.7., 4.1.2.8.1., 4.1.3.1.</u>  Meas.:  PC/W  Prof.:  2b, c, 2b, 2b, 2b, 2b, 2b, 2b, 2b, 2b, 2b, b, b, 2b, 2b, 2b, b, b, b, b

3a.  Using a task approved by your instructor, design and document a task breakdown worksheet.
    STS:  <u>4.1.4.5.</u>  Meas.:  PC/W  Prof.:  2b

3b.  Without reference, identify the training sources available to accomplish the training requirement.
STS:  3.15.1., 3.15.3., 3.15.4., 3.15.5., 3.15.6., 3.15.7., 4.1.1.10., 4.3.1., 4.3.2., 4.3.3., 4.3.4., 4.3.5., 4.3.6., 4.3.7., 4.3.8., 4.3.9., 4.3.10., 4.3.11.  Meas.:  PC/W  Prof.: b, b, b, b, b, b, b, B, B, B, B, B, B, B, B, B, B, B

3c.  Using a previously approved task, identify and develop Training Program Objectives.
STS:  4.1.3.2., 4.1.3.3.  Meas.:  PC/W  Prof.:  2b, 2b

3d.  Using previously developed training objectives, develop measurement devices appropriate to those objectives.
STS:  4.1.3.4.1., 4.1.3.4.2., 4.1.3.5.1., 4.l.3.5.2., 7.4.1., 3.22.9.  Meas.:  PC/W  Prof.: b, b, 2b, 2b, b, b

3e.  Without reference, identify statements that pertain to Learning Theory.
STS:  8.2.1., 8.2.2., 8.2.3.  Meas.:  PC/W  Prof.: B, B, B

3f.  Given a situation/scenario, prioritize training, plan concurrent knowledge training, and identify the training method and media appropriate to the training situation.
STS:  3.15.2., 4.1.4.1., 4.1.4.2., 4.1.4.3.1., 4.1.4.3.2., 4.1.4.3.3., 4.1.4.3.4., 4.1.4.3.5., 4.1.2.9.1., 4.1.2.10.  Meas.:  PC/W  Prof.:  b, b, 2b, b, b, b, b, b, b, b

5a.  Using a previously developed objective, develop a Demonstration/Performance lesson plan.
STS:  4.1.2.9.2., 4.1.4.4., 4.1.4.7., 4.1.9.2.  Meas.:  PC/W   Prof.:  b, 2b, 2b, b

5b.  Using previously developed objective, lesson plan, and graphics presentation software, develop teaching/visual aids that will support the objective.
STS:  3.3.5., 4.1.4.7.  Meas.:  PC/W  Prof.:  2b, 2b

5c.  Without reference, identify the procedures used to validate, revise, and schedule
training.
STS:  3.22.9., 4.1.4.6., 4.1.4.8., 4.1.4.9.1., 4.1.4.9.2.  Meas.:  PC/W  Prof.:  b, b, b, b, b

6a.  Using a previously developed demonstration/performance lesson plan, performance test, performance checklist, teaching aids, and the demonstration/performance method, conduct and evaluate a training session.
STS:  4.1.5.1., 4.1.6.1., 4.6., 7.4.2., 7.4.3.   MEAS: PC/W  Prof.:  2b, 2b, b, b, b

7a.  Without reference, identify the procedures used for evaluating work center training.
STS:  4.1.6.2., 4.2., 4.4.1., 4.4.2.  Meas.:  PC/W  Prof.:  b, b, b, b

7b. Without reference, identify the procedures used to conduct unit/work center assistance visits.
    STS: 4.4.1., 4.4.2., 4.4.4., 4.5.1., 4.5.2.1., 4.5.2.2., 4.5.2.3., 4.5.2.4., 4.5.2.5., 4.5.3., 4.5.4., 4.5.5., 4.5.6.1., 4.5.6.2., 4.5.6.3., 4.5.6.4., 4.5.6.5., 4.5.6.6., 4.5.6.7., 4.5.6.8., 4.5.6.9., 4.5.7., 4.5.8., 4.5.9.1., 4.5.9.2., 4.5.9.3., 4.5.10.1., 4.5.10.2., 4.5.10.3., 4.5.11.1., 4.5.11.2., 4.5.13., 4.1.6.2.  Meas.: PC/W  Prof.: b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b, b

7c. Given assistance visits findings, prepare a written report:
    STS: 4.4.3., 4.4.4., 4.5.12.1., 4.5.12.2., 3.22.10.   Meas.: PC/W  Prof.: b, b, 2b, b

7d. Identify statements pertaining to the management of external training evaluations and occupational analysis surveys.
    STS: 3.1.1., 3.1.2., 3.1.3., 3.1.4., 3.1.5., 3.2.1.2., 3.2.2.1., 3.2.2.2., 3.2.3., 3.2.4., 3.4.8., 5.5.    Meas.: PC/W  Prof.: b, b, b, b, b, b, b, b, b, b, b, b, b

### 7.1.4.  BLOCK 1V

1a. Given situations/scenarios, operate the remote device to enter, change, print, delete, and verify CAMS computer data.
    STS: 3.10.1.1., 3.10.1.2., 3.10.1.3., 3.10.1.4., 3.10.1.5., 3.10.1.6., 3.10.1.7., 3.10.2.1., 3.10.2.3., 3.15.1., 7.1.1., 7.1.2., 7.1.3., 7.1.4., 7.1.5., 7.1.6.1., 7.1.6.2., 7.1.7.1., 7.1.7.2., 7.1.8. Meas.: PC/W  Prof.: 2b, 2b, 2b, 2b, 2b, 2b, 2b, b, b, b, 2b, 2b, 2b, 2b, 2b, b, b, 2b, 2b, b

2a. Identify the procedures used to review, correct, and update automated products.
    STS: 3.10.3.1., 3.10.3.3., 3.10.3.4., 3.10.4.   Meas.: PC/W  Prof.: b, b, b, b

3a. Using spreadsheet software and situations/scenarios, prepare training status reports.
    STS: 3.3.2., 7.2.1., 7.2.2., 7.2.3., 7.2.4., 7.2.5.1., 7.2.5.2., 7.2.5.3., 7.2.5.4. Meas.: PC/W  Prof.: 2b, b, b, b, b, 2b, 2b, b, b

4a. Identify the procedures used to manage Training Detachment (TD) courses for the Maintenance Complex.
    STS: 7.3.1., 7.3.2., 7.3.4., 7.3.5., 7.3.6., 7.3.7., 7.3.8.1., 7.3.8.2., 7.4.5.  Meas.: PC/W  Prof.: b, b, b, b, b, b, b, b, b

5a. Given situations/scenarios, process Training Detachment (TD) TDY to school requirements and identify the procedures used to prepare on-site instructor assistance.
    STS: 7.3.9., 7.3.10., 7.3.12.    Meas.: PC/W  Prof.: b, 2b, b

5b. Given situations/scenarios, process en route training requirements to the MAJCOM.

STS: <u>7.3.11.</u>    MEAS: PC/W    Prof.  2b

**7.1.5.  BLOCK V**

1a. Without reference, identify facts and terms pertaining to Air Force educational objectives.
STS: <u>6.5.1.</u>    Meas.: PC/W    Prof.: A

1b.  Given situations/scenarios, develop an educational need's assessment survey.
STS: <u>3.4.5., 6.3.1.1., 6.3.1.2., 6.3.1.3., 6.3.1.4., 6.3.1.5., 6 3.1.6., 6.3.2.1., 6.3.6.</u>
Meas.:  PC/W  Prof.:  2b, A, 2b, 2b, b, b, b, A, b

1c.  Without reference, identify facts and terms pertaining to the monitoring of the Memoranda of Understanding (MOU) and overseas contracts for on-base educational institutions.
STS: <u>6.3.3., 6.3.4.</u>  Meas.:  PC/W Prof.:  a, a

2a.  Without reference, identify the procedures pertaining to Education Services Customer Service.
STS:  <u>6.1.1., 6.1.2., 6.1.3.,</u> 6.2.1., <u>6.5.3, 6.5.4., 6.5.5., 6.5.7., 6.5.8., 6.5.11., 6.5.12., 6.5.14., 6.5.15.1., 6.5.15.2., 6.5.16.1., 6.5.16.2., 6.5.16.3., 6.5.18.1, 6.5.18.2., 6.5.18.3., 6.5.18.4., 6.5.18.5.</u>  Meas.:  PC/W:  Prof.:  b, b, b, 2b, b, b, b, b, b, b, b, b, b, b, b, b, b, A, A, A, A, A

2b.  Without reference, identify the procedures pertaining to the maintenance of AF Form 186, Individual Record - Education Services Program.
STS:  <u>6.1.4.1., 6.1.4.3., 6.1.4.4, 6.1.4.5., 6.1.4.6., 6.4.1., 6.4.2., 6.4.3.,</u> 6.5.19.1
Meas.:  PC/W  Prof.:  b, b, b, b, 2b, b, b, b, b

3a.  Without reference, identify the procedures for the use of the Community College of the Air Force General Catalog, Community College of the Air Force Counselor Handbook and the Community College of the Air Force Update.
STS: <u>6.5.13.1., 6.5.13.2., 6.5.13.3.</u>  Meas.  PC/W Prof.:  b, b, b

4a.  Given a situation/scenario, prepare and process an AF Form 1227, Request for Tuition Assistance (TA) and an AF Form 63, Active Duty Service Commitment (ADSC) counseling statement.
STS: <u>6.2.1., 6.1.6.</u>  Meas.:  PC/W  Prof.:  2b, 2b

4b.  Identify the procedures used to certify  invoices for payment
STS: <u>6.2.2.</u>  Meas.: PC/W  Prof.:  b

4c.  Given a situation/scenario, determine appropriate action and prepare the proper forms to recover and document reimbursement of tuition assistance (TA) from military personnel.

STS: <u>6.2.3.</u> Meas.: PC/W Prof.: 2b

4d. Given a situation/scenario, identify procedures used to initiate SF 1034, Public Voucher for Purchases and Services Other Than Personal in order to perform TA refund action.
      STS: <u>6.2.4.</u> Meas.: PC/W Prof.: 2b

4e. Identify the procedures used to compile and submit the Education Services Report.
      STS: <u>6.3.7., 9.8.</u> Meas.: PC/W Prof.: b, b

4f. Via automated system, initiate, input, and update education data.
      STS: <u>3.3.3, 6.1.4.2., 6.1.4.2.1., 6.1.4.2.2., 6.5.6</u> Meas.: PC/W Prof.: 2b, 2b, 2b, 2b

5a. Identify policies and procedures pertaining to educational benefits administered by the Veterans Administration.
      STS: <u>6.5.19.1., 6.5.19.2.</u> Meas.: PC /W Prof.: b, b

5b. Given a situation/scenario, and an automated device prepare and process a DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) and DD Form 2384-1, Notice of Basic Eligibility.
      STS: <u>6.1.7</u> Meas.: PC/W Prof.: 2b

6a. Identify testing programs/procedures available through education services.
      STS: <u>6.5.17., 6.6.1., 6.6.2.1., 6.6.2.2.</u> Meas.: PC/W Prof.: b, b, b, b

7a. Identify the procedures pertaining to managing the distance learning/instructional program.
      STS: <u>6.7.1., 6.7.2., 6.7.3., 6.7.4., 6.7.5.</u> Meas.: PC/W Prof.: b, b, b, b, b

## Section C - Support Material

8. The following list of support materials is not all inclusive; however, it covers the most frequently referenced areas.

| Course Number | Course Title | Developer |
|---|---|---|
| QTP75000-30A | ISD for OJT | 1872 TDS |
| QTP3S2X1-1 | Education and Training Management | 82 TRSS |
| QTP3S2X1-2 | Base Training Management | 82 TRSS |
| QTP3S2X1-3 | Maintenance Training Management | 82 TRSS |
| QTP3S2X1-4 | Education Services Management | 82 TRSS |

QTP3S2X1-5                    Instructional Systems Development        82 TRSS

## Section D - Training Course Index

**9. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

## 10. Air Force In-Residence Courses

| COURSE NUMBER | TITLE | LOCATION | USER |
|---|---|---|---|
| J3AIR3S200 087 | Basic Instructor | Each TTW | 82 TRSS |
| J3ALR3S231 001 | Education and Training Journeyman | Sheppard | 82 TRSS |
| J3ACR3S271 000 | Education and Training Craftsman | Sheppard | 82 TRSS |
| J3AZR3S200 002 | Instructional System Designer | Sheppard | 82 TRSS |
| J3AZR3S200 003 | Computer Based Instruction (CBI) Designer | Sheppard | 82 TRSS |
| J3OZR36P0 007 | Managing the ISD Process | Sheppard | 82 TRSS |
| J4AIT3S200 000 | Principles of Instruction | MTT | 82 TRSS |
| J4AZT3S200 005 | Instructional System Designer | MTT | 82 TRSS |
| J4AZT3S200 003 | Computer Based Instruction (CBI) Designer | MTT | 82 TRSS |

## 11. Extension Course Institute (ECI) Courses

| COURSE NUMBER | TITLE | LOCATION | USER |
|---|---|---|---|
| SC 3S200 | Education and Training Manager | Sheppard | 82 TRSS |

## 12. Exportable Courses

| COURSE NUMBER | TITLE | LOCATION | USER |
|---|---|---|---|
| J6AJI3S251 000 | Air Force Training Course | Sheppard | 82 TRSS |

**Section E - MAJCOM Unique Requirements**

NOTE:  There are currently no MAJCOM unique requirements.  This area is reserved.